

DRAFT
Minutes of the Extraordinary Meeting of Claygate Parish Council
Held at 7.30pm on the 9th February 2017
in the Committee Room at the Village Hall, Claygate

Present: Councillors Mark Sugden, John Bamford, Bill Chilcott, Geoff Herbert, Ken Huddart Bernadette Pearce, Tony Shearman and Julian Way.

In attendance:

Members of Public: None

119. Apologies for Absence

Cllr Wang with reason

120. Declarations of Interest in Items on the Agenda

Cllr John Bamford: Trustee of Friends of Capelfield Surgery, Trustee of Friends of Claygate Day Centre, Trustee of Claygate Village Hall Association, Bookkeeper at Church of the Holy Name, Esher.

Cllr Bill Chilcott: Member of the Kingston Branch of the Ramblers' Association, Voluntary worker with Lower Mole Countryside Management Project, member of Claygate in Bloom.

Cllr Geoff Herbert: Co-ordinator of Neighbourhood Watch.

Cllr Ken Huddart: Chairman of the Trustees of Claygate Village Hall Association, President of the Claygate Village Association, Acting, Chairman of the Claygate Conservation Area Advisory Committee, Traffic Engineering Consultant, Fellow of Chartered Institution of Highways and Transportation, Fellow of Institution of Engineering and Technology, Fellow of Institution of Civil Engineers.

Cllr Bernadette Pearce: Employed by Kingston College, Secretary Outreach Group, Church of the Holy Name, Esher.

Cllr Tony Shearman: Chairman of Claygate Royal's Football Club, Organiser of 'Gig on the Rec'.

Cllr Mark Sugden: Trustee of Claygate Recreation Ground Trust, Trustee of Claygate Village Hall Association, Committee member Claygate Village Association, Committee member Claygate Gardening Society, Chairman, Outreach Group, Church of the Holy Name, Esher.

Cllr Julian Way: Undertakes care work Sans Soucie, Guildford.

121. Motion to exclude the Press and Public to discuss staffing matters

Proposed: Cllr Huddart

Seconded: Cllr Bamford

A motion was **AGREED** unanimously.

122. Staffing Matters in confidence:

To agree the recruitment process and plan for a new Parish Clerk & RFO.

122.1. The Chairman of the Staffing Working Party, Cllr Bamford, briefed councillors on the status of the recruitment process for a new Parish Clerk and RFO.

122.2. The Staffing Working Party had met on 3rd February. It had reviewed and subsequently circulated to councillors a draft job description, person specification, application form and advertisements for both the noticeboards and website. These were all based on standard SSALC recruitment documents. In addition a timetable had been circulated. These documents had been updated based upon comments received from councillors prior to the meeting. These documents were unanimously agreed after some further minor changes.

122.3. It was agreed that as well as downloading and completing the application form on line that applicants could also post a completed form to the Parish Council at the Village Hall address, for the attention of Cllr Bamford.

122.4. The vacancy would be advertised on the noticeboards and website including a tweet as well and under latest news. All documents would be available on the website on Monday 13th February, other relevant local community and voluntary organisations would be notified. **NEW AP 51** Cllrs Bamford and Shearman to action.

122.5. It is **RESOLVED** that this Council agrees the Job Description, Person Specification, Application Form and Advertisement for the recruitment of a new Parish Clerk and RFO and that the Staffing Working Party act as the Recruitment Panel.

Proposed: Cllr Mark Sugden

Seconded: Cllr Bernadette Pearce

The Resolution was **AGREED** unanimously.

123. Date of next Meeting

The next meeting of Claygate Parish Council will take place on

Thursday 9th March, 2017 at 7.30 pm in the Small Village Hall.

The meeting closed at 8.30pm