

Aston Clinton Parish Council  
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MINUTES

Minutes of the Extraordinary Meeting of Aston Clinton Parish Council, held on 9th June 2021 at 6.00pm at The Churchill Hall.

Present: -

C Read (Chairman)	L Ronson
P Wyatt	M Mason
C Judge	D McCall
J Hughes	

Locum Clerk: G Merry (recording)

0 members of the public

**21.79 Apologies**

There were no apologies

Cllr Read proposed an amendment to the motion at 21.83, as follows: "To discuss and agree staffing and recruit actions". This was seconded by Cllr Ronson and agreed by a show of hands.

**21.80 Declaration of Interests:**

There were no declarations of interest

**21.81 To approve the minutes of the Extraordinary Meeting held 2/6/21**

**MOTION:** To approve the minutes of the E.M. held 2/6/21 PROPOSED by Cllr Read SECONDED by Cllr Wyatt and AGREED.

**21.82 Public Participation**

No items

**21.83 Staffing Matters**

**Parish Clerk/RFO:** Cllr Read stated that the clerk had resigned and there was a need to recruit her replacement(s). He proposed the role be divided into Responsible Financial Officer (RFO) at 25 hours/month, and a Clerk at 30 hours/week. It was felt that the role had grown significantly and had become too onerous for one person. The clerk had regularly been exceeding her hours, so the increased hours reflected this, and the division may lead to more applicants. However, a suitable candidate who could perform both roles and devote the required hours, would also be considered. This was discussed and agreed. Cllr Mason had circulated a proposed advert, and this was agreed. GM stated that the RFO may be a qualified bookkeeper but does not have to be. GM advised it was not good practice for a councillor to act as an officer, unless for an agreed short period of time. It was agreed both current part-time members of staff would fill in the gaps for the time being.

**Assistant Clerk:** Cllr Read proposed that the assistant clerk position be made permanent and formally recruited at 20 hours per week, with the potential to increase to 25 hours as the role

develops. It was agreed the hours could be flexible but ideally there would be someone covering the office 5-days a week. It was agreed the current temp. would be invited to apply. However, the post would be advertised openly.

**Delegation:** It was discussed and agreed that for the time being, the 2 current members of staff would pass on any emails they could not immediately deal with, to Cllr Mason who will action them or send to the appropriate councillor. GM asked who was handling the finances and it was clarified that the administrator was handling invoices, and these would be collated for approval at meetings.

**Locum Clerk:** Advertising for a locum clerk has been actioned and this was approved.

**MOTION:** To discuss and agree staffing and recruit actions as outlined above, PROPOSED by Cllr Wyatt, SECONDED by Cllr McCall and AGREED.



..... Signed 16<sup>th</sup> Jun 21 ..... Date