

Evercreech Parish Council

Minutes of the Closed Staffing Meeting of Evercreech Parish Council held this day 8th June 2021 in the rear room, Evercreech Village Hall.

PRESENT AT START OF MEETING: Gail Wakeford (Chair) Lesley Parham Julie Bolton Lynn Crisp

and 0 members of the public.

Item No		Action
	Open Session As this was a closed meeting, members of the public were not invited to speak. This item does not form part of the minutes of this meeting.	
001	Apologies for Absence Barry O'Leary – meeting date clash.	
002	Declaration of Interests and Dispensation None	
003	RFO role a. Discuss job description. The job description was discussed and agreed by the meeting. The meeting requested the matter be put to full council under a closed meeting at the PC meeting in July. Request for date to be added to both job descriptions. b. Temporary contract. The meeting discussed agreeing to the contract becoming permanent from November 2021. A letter of confirmation to be sent by the Chair to JB in November 2021. The meeting requested the matter be put to full council under a closed meeting at the PC meeting in July.	LC LC LC LC
004	Clerk Role a. Discuss job description. The job description was discussed and agreed by the meeting. The meeting requested the matter be put to full council under a closed meeting at the PC meeting in July. b. Cemetery Management Noted that this will be retained in the Clerk Job Description.	LC
005	Discuss Home/Office allowance. According to SALC 18.00 per month can be paid without incurring the need to provide evidence. Proposal to pay 18.00 per month and take to Full Council meeting in July for agreement. All agreed.	LC
006	Close of meeting: 8.00 pm Lynn Crisp	