

**MINUTES OF THE EXTRA-ORDINARY MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
THURSDAY 29 AUGUST 2019 COMMENCING AT 7.00 PM**

Present: Cllrs McFarlane (Chair), Coffey, Coleman, McPhee, Seabrook and Verdon

126/19 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Ball, Killick, Raw and Stewart

127/19 RECEIVE DECLARATIONS OF INTEREST RELATING TO ANY ITEM ON THE AGENDA

There were no declarations of interest relating to any item on the agenda

128/19 PUBLIC SESSION

No members of the public had requested to speak.

129/19 PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS DUE TO THE FOLLOWING ITEMS CONCERNING STAFF

A resolution was passed in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press due to the following items concerning staff.

130/19 RECEIVE AND APPROVE THE PROPOSED CHANGES IN STAFFING

The councillors present voted unanimously to approve the staffing changes proposed by the Staffing Committee in response to the departure of the Executive Officer. P&C Appendix 1.

131/19 RECEIVE AND APPROVE THE PROPOSAL FOR APPOINTMENT AND TERMS OF APPOINTMENT OF A LOCUM CLERK

The councillors present voted unanimously to approve the proposal for the appointment and terms of appointment of the candidate for Locum Clerk proposed by the staffing committee. P&C Appendix 2.

For items 132/19 to 134/19 Councillors voted unanimously to amend the original motions for approval to allow for these items to be delegated back to Staffing Committee for final sign off.

132/19 RECEIVE AND APPROVE THE ADVERT FOR A NEW PROPER OFFICER AND RESPONSIBLE FINANCE OFFICER

The councillors present voted unanimously to approve the key details in the advert and to delegate final approval of the exact wording of advert for a new Proper Officer and Responsible Finance Officer to the Staffing Committee. P&C Appendix 3.

133/19 RECEIVE AND APPROVE THE JOB AND PERSON DESCRIPTIONS PROPOSED BY THE STAFFING COMMITTEE

The councillors present voted unanimously to delegate final approval of the Job and Person Descriptions to the Staffing Committee.

134/19 APPROVE THE PROCESS FOR RECRUITMENT OF A NEW PROPER OFFICER AND RESPONSIBLE FINANCE OFFICER

The councillors present voted unanimously to approve to delegate final approval of the process for recruitment of a new Proper Officer and Responsible Finance Officer to the Staffing Committee. There will be an opportunity for Councillors to meet the final candidate before confirming appointment. Final appointment is by the Full Council.

135/19 APPROVE THE UPDATED GRIEVANCE AND DISCIPLINARY POLICY

The approval of the updated Grievance and Disciplinary Policy was deferred since further advice from HALC HR was still awaited.

There being no further business the meeting closed at 8.01 pm.

Signed..... Date.....