Clerk: Mrs. L Rampton
Parish Council Office,
Winscombe Community Centre,
11 Sandford Road, Winscombe,
North Somerset BS25 1JA
Tel: 01934 844257 Fax: 01934 844292

A meeting of the Chairman's Committee was held on Monday 20th May 2019, 8.30pm, Amesbury Room, Winscombe Community Centre.

Parish Councillors present: Mr A Forbes (Chairman), Mr K Joyce (Vice-Chairman), Mr G Paterson (Vice-Chairman), Ms C Boase, Mr M Boddy, Mr G Lloyd, Mr T Nicholson, Mr J Taviner and Mr J Westlake

Clerk: Mrs L Rampton **Members of the public:** None

A meeting of the Chairman's Committee had been convened giving three days-notice to deal with a matter that required a decision of the Parish Council in advance of the 24th June PC meeting.

1. **Apologies for absence** had been received from Mr I Kilpatrick, Mr C Lomas, Mr V Slater, Dr P Watkins

2. **Declarations of interest.** None were declared

3. **To consider & decide upon any requests for dispensation from members to allow them to participate in a discussion or vote on a matter in which he/she may have a disclosable pecuniary or non-pecuniary interest.** *Dispensations are granted to Parish Councillors under section 33 of the Localism Act 2011 and the Parish Council delegated the power to grant dispensations (s 101 of the Local Government Act 1972) to the Clerk or appointed Deputy (see PC meeting 23.07.12 min 52 iv.)* As no interests had been declared, there were none.

4. **Public Participation.** None

5. **To consider the temporary engagement of the Deputy Clerk and increased hours for the Finance Assistant – both due to expire end June 2018.**
In accordance with Employment, Finance and Policies Minute (min 10 a. 05.11.2018) the Deputy Clerk commenced her employment with the Parish Council on 1st January 2019 on a temporary six month contract. The Finance Assistant contracted hours were increased from 15 to 21 hours per calendar month for the same trial period to assist with administrative tasks following the departure of the Office Assistant in October 2018.

   To ensure the continuation of administrative cover, should the Parish Council wish to advertise the permanent position for the Deputy Clerk, this should be considered at this time to enable suitable applicants to be interviewed.
   With the Parish Council being completely satisfied with the skills and competence of the CiLCA qualified Deputy Clerk, it was proposed that the temporary position with Catherine McGrath is formalised into a permanent contract with effect 1st July 2019. No probationary period was considered necessary as a trial period had been completed January to June 2019. Hours for the Finance Assistant should revert to the former hours of 15 per calendar month from 1st July 2019.
   Proposed: Cllr M Boddy Seconded: Cllr J Westlake All in favour

   The Deputy Clerk was contracted to work 10 hours per week, with an option of working up to 4 additional hours as overtime without formal authorisation. This should be reviewed, along with salary paid at the August meeting of the Employment, Finance and Policies Committee.

6. **Matters for information.** None

Meeting Closed: 8.40 p.m.

Signed _____ **(Parish Council Chairman) Date** _____