



WILLITON PARISH COUNCIL

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Minutes of the Extraordinary Meeting held on Thursday 14th June 2018 at 7.00 pm at The Parish Office, Williton

Attendees:

Councillors	Perrett (Chairman), Aldridge, Bennett, Doherty, Hooper, McDonald and Vaughan
Public	None
Clerk	Mrs M Francis

Apologies:

Councillors	Peeks
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18/71 **Apologies were noted as above.**

18/72 **Declarations of Interest**

There were none

18/73 **To pass resolution to exclude the Press and Public from the remainder of the meeting**

After a proposal from Cllr Hooper, seconded by Cllr McDonald, it was unanimously **resolved** to pass a resolution to exclude the Press and Public from the remainder of the meeting due to personnel matters.

18/74 **To consider staffing levels and amendment to hours**

The Personnel Committee had considered the staffing levels and had recommended a split of hours; 26 Parish Clerk, 14 Assistant to the Parish Clerk. It was noted one assistant was required. After a proposal from Cllr Bennett, seconded by Cllr Vaughan, it was unanimously **resolved** to accept the recommendation.

18/75 **To consider Job Descriptions**

Slight amendments were made. After a proposal from Cllr Bennett, seconded by Cllr Aldridge it was unanimously **resolved** to agree the job descriptions.

18/76 **To consider Clerks and Staff contracts**

After a proposal from Cllr Bennett, seconded by Cllr Doherty, it was unanimously **resolved** to agree to the changes to the Clerks contract.

After a proposal from Cllr Doherty, seconded by Cllr McDonald, it was unanimously **resolved** to agree to the Assistant to Parish Clerk contract. It was further **resolved** the contracted hours would be included with the letter of appointment.

18/77 After a proposal from Cllr Doherty, seconded by Cllr Hooper, it was unanimously **resolved** to place an advert in the West Somerset Free Press week commencing 18th June 2018 and advertise on the SALC website.

Meeting closed at 7.55 pm

Signed as a true and correct record Dated