

**MINUTES OF MEETING OF  
IRON ACTON PARISH COUNCIL  
RECRUITMENT COMMITTEE  
Monday 28<sup>th</sup> February 2012**

The Meeting of Iron Acton Parish Council Recruitment Committee was held in the Marshall Rooms, Iron Acton commencing at 8.00pm.

Present: Mr. Bellis (Acting Chairman), Mr. Gawler, Mr. Huish and Mrs. Evans (Clerk)

**Action**

**PUBLIC PARTICIPATION**

Two members of the public were present.

01-02-12R **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Sheppard and Heal.

02-02-12R **DECLARATIONS OF INTEREST**

None received.

03-02-12R **RECRUITMENT OF NEW CLERK & RESPONSIBLE FINANCE OFFICER**

Councillor Bellis thanked Councillor Huish for the work undertaken in preparing the advertisement. There had only been a minor amendment with the word 'predominantly' inserted so that the advert now read "predominantly working from home". Councillor Heal had queried whether the 70 hours per month should remain. Following discussion, it was established that the Parish Council is constrained by the resolution made in November 2012 to adopt the 70 hours and the Parish Council cannot rescind a resolution within six months. Therefore the advert will also now read "70 hours per month (reviewed in April 2013)". The advert will show the point of contact as 'the Vice Chairman of Iron Acton Parish Council' (not refer to Councillor Bellis by name), and will include Councillor Bellis' home address and email address. Proposed Councillor Bellis and seconded Councillor Huish. **All agreed.**

Councillor Huish had investigated the cost of advertising. The Evening Post will charge £87.00 for a two week web based advert; the Gazette would charge £943 for a two week printed advertisement. **It was resolved** that the advert would be placed with the Evening Post (web based), placed on both the Parish Council's and Village web sites, both Parish Notice Boards and the local Job Centre. Proposed Councillor Huish and seconded Councillor Bellis. **All agreed.**

Councillor Gawler will make a few enquiries with other parishes to find out how they employed their new Clerks. Councillor Heal would be asked to deal with the Job Centre. Councillor Huish will place the advertisement with the Evening Post and put the cost on his credit card.

**HG  
CH  
PH**

**It was resolved** that the closing date for applications should remain as 30<sup>th</sup> March 2012. Following discussion, it was agreed that as the next edition of Focal Poyntz may be issued around Easter, it would possibly be too late to advertise the position as the closing date is the 30<sup>th</sup> March. Councillor Bellis and Councillor Gawler would be available over the next couple of weeks in order to do house-to-house deliveries in the parish. The advertisement will be taken to Oldbury Deckers for printing. Proposed Councillor Bellis and seconded Councillor Gawler. **All agreed.**

**PH/HG**

**It was resolved** to adopt the Job Description as circulated by Councillor Huish, as taken from the existing Clerks Job Description. Proposed Councillor Bellis and seconded by Councillor Huish. **All agreed.**

**It was resolved** to adopt the Statement of Particulars as circulated by Councillor Huish. Proposed Councillor Bellis and seconded by Councillor Huish. **All agreed.**

**DATE OF NEXT MEETING**

The next Meeting of Parish Council Recruitment Committee will be arranged at a later date, observing the usual 3 day notice period

There being no further business, the meeting closed at 8.45 pm.

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_