



Nutfield Parish Council

Clerk to the Parish Council: Mr Simon Bold
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Minutes of the extraordinary meeting held on 20 May 2016 at the
Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ

Councillors (Cllrs) present:

Cllr Sue Renaut (Chair), Cllr Sue Ford,
Cllr John Johnson, Cllr Paul Murray and
Cllr Kent Sandiford.

Attending:

0 visitors

Meeting opened at 4:04pm and closed at 4:26pm.

In attendance: Simon Bold, Clerk

1	Chairman (or Councillor presiding) to open the meeting Cllr Renaut opened the meeting.	
2	Councillor apologies for absence Cllrs Cullen, Dowden and Reeve had provided apologies to the Clerk prior to the meeting.	
3	Code of Members' Conduct No changes to Cllrs' Notification of Disclosable Pecuniary & Other Interests Forms had been made since the last meeting. No Cllr declared any Disclosable Pecuniary Interests and 'Other Interests' in respect of any item on the agenda.	
4	Employment Cllrs discussed the outcome and recommendations made by members of the Staffing Working Group following interviews with candidates for the position of Assistant Clerk. Cllrs approved the recommended appointee. The Clerk then summarised the basic terms of employment in accordance with the job advertisement, job description and model Contract of Employment (as provided by the Society of Local Council Clerks) as well as the pay rate (in accordance with the 2016-2018 National Agreement on Salaries and Conditions of Service of Local Council Clerks). Clls raised no questions or queries. The Clerk to contact the successful candidate to make an initial offer. Then to follow this up with an appointment letter (to be accepted), confirmation that referees can be contacted and agreement of a mutually acceptable start date. Subsequent to this, the Clerk to provide a full Contract of Employment to be signed by both parties.	
5	Insurance The Clerk had provided copies of the revised insurance quotations in accordance with changes and clarifications requested by Cllrs at the last Council meeting. The terms met these requirements and so no further action was necessary. The Clerk to accept the terms as agreed by Cllrs (and as recommended by the insurance broker) for a one-year period ending 31 May 2017.	
6	Notification of business for inclusion on the next agenda (1st June 2016) Cllrs raised the topics of affordable housing at Kings Cross Lane, air pollution monitoring and grounds maintenance (Cemetery) for inclusion on the agenda of the next meeting.	
	<u>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</u> None.	