



Nutfield Parish Council

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Minutes of the extraordinary meeting held on 15 June 2018 at the Village Hall, Mid Street, South Nutfield, Surrey, RH1 4JJ

Councillors (Cllrs) present:

Cllr John Johnson (Chairman), Cllr Sue Ford,
Cllr Phil Hanson, Cllr David Miller,
Cllr Rigel Mowatt, Cllr Paul Murray and
Cllr Kent Sandiford.

Attending:

No members of the public attended

Meeting opened at **7:00pm** and closed at **7.31pm**.

In attendance: Maxine Gray,
Assistant Clerk, Acting Clerk

1.	The Chair to open the meeting. Cllr Johnson opened the meeting.	
2.	Councillor apologies for absence. Cllrs Stephen Hall and Rob Holden had provided their apologies prior to the meeting.	
3.	Code of Members' Conduct No Cllr declared any Disclosable Pecuniary Interests and/or 'Other Interests' in respect of any item on the agenda.	
4.	Appointment of New Clerk The Cllrs that conducted the interview (DM, PM, KS) reported back to Cllrs regarding interview carried out with Nicky Chiswick for the role of Parish Clerk. Nicky was knowledgeable, personable and prepared well. She has IT, marketing and administration experience, is enthusiastic and has transferable skills suited for the post. Cllr PM advised there are regular New Clerk training courses on offer, budget to be reviewed and potentially increased to cover training needs. The interviewing Cllrs recommended offering the position of Parish Clerk to Nicky Chiswick. Cllrs voted unanimously to appoint Nicky Chiswick in the role of Parish Clerk.	DM, KS, PM
	Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960: Cllrs discussed the terms of employment. The Acting Clerk to make a separate note for the Council's records.	MG
5.	Standing Orders Cllrs voted unanimously to undertake a review of the current Standing Orders, PM & DM to report their progress at the next meeting on Wednesday 4 th July 2018.	PM, DM