

Ringshall Parish Council

Meeting of the Personnel and Appeals Committees

5th October 2021, 7.00pm

Present: Cllrs Chris Payne (chair) Tom Watkins, Dave Shann, Liz Hitchcock, Nigel Last, Heather Williams, Adrian Williams

1. Apologies: None

The Chair opened the meeting by explaining that the purpose of the meeting was to discuss the letter of resignation of the Clerk, and to consider the options available to the Council for his replacement.

As Cllr Shann had recently joined the Council it was agreed that he be co-opted to the Appeals Committee. This would mean that the Appeals Committee had 4 members, and the Personnel Committee, 3.

(Proposed Cllr Adrian Williams. Seconded Cllr Liz Hitchcock. Decision :Unanimous)

2. Exclusion of Press and Public: Cllr.C Payne proposed excluding members of the press and public, and not to electronically record the meeting. Seconded Cllr N Last. Decision: Unanimous.

3. Conflict of Interest: None.

4. Resignation of Clerk.

Based on the Clerk's letter of resignation, Council decided to accept its contents in its entirety including the notice period given of one month until the end of October 2021.

Council noted the Clerk's verbally expressed offer to the Chair, and as implied in his Additional Information notes sent out to Council members before the Personnel Committee meeting, that he would consider continuing employment until the end of November but noted he wanted to leave as a soon as possible.

It voted unanimously to inform the Clerk that it would pay an ex gratia payment (in lieu of salary) in good faith to cover any additional time incurred thereafter in assisting a transition, if and when needed.

Proposed: Cllr A Williams Seconded: Cllr T Watson Decision: Unanimous

Cllr Payne agreed to write to the Clerk with this offer, and also formally thanking him for his service. The letter would include a request to return all Council property to the Chair as soon after 31st October as practically possible.

5. Appointment of New Clerk

Councillors agreed to advertise for a new Clerk on scale points 11-13 of the National Joint Council for Local Government Services pay scale. The post would be advertised on the SALC website, two local notice boards and in the Parish Magazine. The closing date would be November 15th.

(Proposed Cllr Payne, Seconded Cllr H Williams Decision: Unanimous)

The meeting closed at 8pm.