

Shapwick Parish Council

Minutes of a meeting held on 4 March 2024
at 7.00pm at the Village Hall, Shapwick

23/24/148 Present: Graham Croucher, Wendy Anderson, Tracey Lockyer and Nikki Polden

23/24/149 In Attendance: Sue Williams (Clerk)

23/24/150 Apologies for Absence

Apologies were received from Lesley Gaskell, Moray McGowan and Paul Rogers

23/24/151 Declarations of Interest

There were no declarations of interest.

Villagers' Open Period

23/24/152 Recruitment Plan for combined roles of Parish Clerk and Responsible Finance

The Chair updated those present on progress to date – an advert has been placed on Facebook (Shapwick Live and Polden Hills), Somerset Association of Local Councils (SALC) website and the Parish Council website – no enquiries to date.

The Chair had spoken to two local employment agencies as well as to SALC. Nikki Polden suggested, if an agency is to be used, they are provided with a tick list to help filter interested parties.

It was agreed that placing an advert in local newspapers was outdated and expensive – it was felt most people would search online.

Graham Croucher proposed that the role be advertised through Fusion Recruitment in Street on a 'no win no fee' and no exclusivity basis (fees are 10% of first year salary if agency places successful candidate) and if, after two weeks, no interest has been shown then an additional advert be placed with the Society of Local Council Clerks (SLCC) at a cost of between £152.00 and £211.00 depending on service level. Seconded Nikki Polden. Unanimous.

The Clerk and Nikki Polden to look at streamlining the job description/person specification.

Should a clerk not be found then the use of a locum clerk will be considered. Local Council Consultancy offer this type of service – the Chair to investigate further as to what services are available and costs/T&Cs involved. The other consideration is to carry out the role in-house' or a hybrid of the two. All options will be investigated.

The purchase of a Parish Council laptop was discussed. Nikki Polden said the Parish Council should check whether a Display Screen Equipment assessment is required for the role. Nikki Polden volunteered to investigate IT options and price up.

The Chair suggested investigating the use of specialist accounting software. The Clerk said, given the number of financial transactions, she did not feel the expense was warranted. The Chair said he would like to continue to investigate available packages.

23/24/152 cont'd

A new email address for the Parish Council will be set up. Wendy Anderson said at a recent training it was suggested best practice is for all Councillors to have PC email addresses – this will be addressed at the same time.

23/24/153 Date of Next Meeting

The date of the next Parish Council meeting will be Tuesday 19 March 2024 7.15pm Village Hall.

There being no further business the meeting closed at 8.00pm.

Signed.....

Date.....

