

## **HAYDON WICK PARISH COUNCIL**

Minutes of the informal Extraordinary Full Council Discussion of Haydon Wick Parish Council held on Wednesday 9<sup>th</sup> June 2021 at 7.30pm held remotely via Microsoft Teams.

### **ATTENDANCE**

**MEMBERS:** Councillors V Manro (Chairman), E Baker Lee, L Brown, S Fateru, R Hailstone, J Jackson, A John, S McDermott, B Patrick-Okoh, D Rodgers, R Ross, L Rhys-Jones, A Roupelis and R Venkatesh.

**OFFICER:** Chief Officer/Clerk & RFO, Georgina Morgan-Denn

### **FC 020 APOLOGIES**

Apologies were received and accepted from Councillors S Callen (personal commitments), J Fuller (personal commitments) and S Heyes (council commitments). There were no apologies received from Councillor K Naik.

### **FC 021 DECLARATIONS OF INTEREST**

There were none.

### **FC 022 PUBLIC PARTICIPATION**

There were no members of the public present.

### **FC 023 EXCLUSION OF PUBLIC & PRESS**

To resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded, and they be instructed to withdraw'. Reason: Staffing Matters.

### **FC 024 PERSONNEL SUB-COMMITTEE RECOMMENDATIONS**

Councillor L Rhys-Jones presented the Personnel Sub-Committee recommendations following a meeting on Tuesday 8<sup>th</sup> June 2021. A confidential report is held on file.

**FC 024.1 RESOLVED: To advertise an internal vacancy for a Deputy POST Manager role to commence from July 2021 – four months earlier than currently budgeted for and will require approximately £10,500 to be met from General Reserves**

**Proposed: Councillor R Ross  
Vote: Agreed Unanimously.**

**Seconded: Councillor S Fateru**

**FC 024.2 RESOLVED: To commence recruitment for a full time Finance & Office Manager/Deputy RFO. Salary for 21/22 budget requires approximately £4,900 from General Reserves assuming position is filled from August 2021.**

**Proposed: Councillor D Rodgers  
Vote: Agreed Unanimously.**

**Seconded: Councillor R Hailstone**

**FC 024.3 RESOLVED: To regrade the Deputy Clerk and change job title to Deputy Clerk & Services Manager. The uplifted salary for 21/22 budget requires approximately £6,070 from General Reserves with effect from July 2021.**

**Proposed: Councillor E Baker Lee      Seconded: Councillor A Roupelis**  
**Vote: Agreed Unanimously.**

**FC 024.4      RESOLVED: To remove the budgeted Office Junior role from the staff structure and replace with a full time Senior Administrator. This will require approximately £3,900 from General Reserves assuming position is filled from August 2021. The above was agreed on the proviso that the existing Administration Assistant vacancy is regraded to a lower SCP band to release approximately £2,500 into the salary budget.**

**Proposed: Councillor A Roupelis      Seconded: Councillor R Ross**  
**Vote: Agreed Unanimously.**

**FC 024.5      RESOLVED: To regrade the part time Community Development Officer from July 2021. This will require £700 to be met from General Reserves.**

**Proposed: Councillor S Fateru      Seconded: Councillor E Baker Lee**  
**Vote: Agreed with one (1) abstention.**

**FC 024.6      RESOLVED: To increase the Community Development Officer's contracted hours to full time (37 hours per week) from April 2022. This will have a budget impact of an additional £1,165 per annum.**

**Proposed: Councillor S Fateru      Seconded: Councillor A Roupelis**  
**Vote: Agreed with two (2) Abstentions.**

**FC 024.7      RESOLVED: To amend the preferred title of the Clerk as the Council's Chief Officer & RFO to reflect HWPC as a professional, aspirational, and modern Council within the sector.**

**Proposed: Councillor A Roupelis      Seconded: Councillor R Hailstone**  
**Vote: Agreed Unanimously.**

**FC 024.8      RESOLVED: To diarise a review of the Clerk's salary in late 2022 to take account of likely growth of the Council, the increase in financial responsibilities, any growth in services and facilities managed.**

**Proposed: Councillor D Rodgers      Seconded: Councillor R Ross**  
**Vote: Agreed Unanimously.**

**FC 024.9      RESOLVED: To use an external agency LMC Recruitment to oversee the recruitment process for Finance & Administration Manager vacancy – a supplier used previously by Council. Cost in the region of £3,950 to be met from budget code [£1,500 / 101-4028] and General Reserves. Agreed to run the recruitment for the Senior Administrator role internally.**

**Proposed: Councillor D Rodgers      Seconded: Councillor R Hailstone**  
**Vote: Agreed Unanimously.**

**The meeting closed at 20.23      Chairman \_\_\_\_\_**

Initials \_\_\_\_\_