

**MINUTES OF THE MEETING OF OLD DENABY PARISH COUNCIL PERSONNEL COMMITTEE
HELD ON THURSDAY 20 MARCH 2025**

Members present:

Councillor K Callan (in the Chair)

Councillor C Cocksedge Councillor A Robinson

Officer present:

C McRoy, Clerk to the Parish Council

1. To appoint a Committee Chairperson

RESOLVED: Councillor Callan was appointed Chairperson.

2. To receive any apologies and consider acceptance of reasons for absence.

RESOLVED: To accept Councillor Fisher's reason for absence and accept Councillor Cocksedge as a substitute Committee member.

3. To approve advert, job description and person specification for Parish Clerk/RFO vacancy.

Members discussed the drafts and made some amendments.

RESOLVED: To set the scale at points 7-8 at 8 hours per month. Clerk to amend the drafts for use in the appointment process.

4. To agree appropriate places to advertise the vacancy and agree timetable for appointment.

Members discussed options.

RESOLVED: To advertise with YLCA service as well as to local Clerks and on the Council's own website.

5. To consider any expressions of interest in the vacancy and agree any further action necessary.

Members received an update from the Clerk and agreed no further action was necessary at present.

RESOLVED: Due to time constraints, Clerk to forward applications to the Chairperson after the closing date.

Signed..... (Chair of the Council)

Date: 15 May 2025