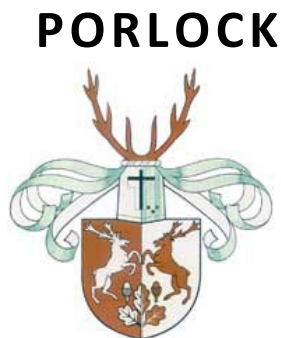


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Office Hours:
Tuesday 10:00 – 14:00
Wednesday 10:00 – 14:00
Thursday 10:00 – 14:00
Friday CLOSED



Clerk to the Council
Mrs. D. Taylor-Pitkin
Parish Room
Old School Centre
West End
PORLOCK
Somerset TA24 8QD

Parish Council

Minutes of the Staffing & HR Committee meeting held at 10am on 24th August 2022 in the Parish Office at the Old School Centre.

Members Present: Cllr. Allenby & Cllr. Stanyon.

Also present: Mrs. D Taylor-Pitkin (Clerk)

1. Apologies

Apologies were received from Cllrs Ellicott & Fraser due to family commitments and Cllr. Rayner due to work commitments.

Proposer: Cllr. Stanyon

Seconder: Cllr. Allenby

UNANIMOUSLY APPROVED

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.

None were noted.

3. To appoint a Chairperson for this Committee.

Cllr. Allenby PROPOSED Cllr. Stanyon as Chairperson.

Proposer: Cllr. Allenby

Seconder: Cllr. Stanyon

UNANIMOUSLY APPROVED

4. To review and APPROVE a suitable advert for the Clerk role.

Following a review of a template advert the following advert was APPROVED:

Porlock Parish Council Require a Clerk / Responsible Financial Officer

The appointment is initially for 35 hours per week (some home based)

The successful applicant will be responsible for:

- *All aspects of local government administration*
- *Preparing Agendas and taking Minutes for daytime and evening meetings*
- *Acting as line manager for existing Employees and to liaise with the Staffing & HR Committee*
- *Running the Parish Office*
- *Management of financial procedures*

- Ensuring Councillors meet legal obligations
- Maintaining burial records

Previous experience of local government would be an advantage. The successful applicant will be expected to work towards gaining their CiLCA qualification. Salary is dependent on experience in accordance with National recommended salary scale LC2 (18-24) £13.24 - £14.67 per hour. For job specification and application form please contact the Clerk either by email clerk@porlockparishcouncil.gov.uk or 01643 863350. Please provide a full CV with your application form. Closing date for all applications 12:00pm 09th September 2022.

5. To review the working hours for the new Clerk role.

Following a review of the timesheets provided and consideration for the back log of outstanding items and in anticipation of the increase of the role following the transfer to a Unitary Council, it was agreed to increase the weekly hours from 26 to 35. Once a Clerk is in post the weekly hours will be reviewed on a regular basis by the Staffing & HR Committee.

Proposer: Cllr. Stanyon

Seconder: Cllr. Allenby

UNANIMOUSLY APPROVED

6. To discuss the requirement for a separate Responsible Financial Officer or Assistant Clerk.

This Item is to be reviewed at a later date.

7. To review and amend the job description provided by SALC.

Please see attached Job Specification.

Proposer: Cllr. Stanyon

Seconder: Cllr. Allenby

UNANIMOUSLY APPROVED

8. To consider the SCP salary requirement for the role.

National recommended salary scale LC2 (18-24) £13.24 - £14.67 per hour. It was noted that the salary benchmark for 2022/2023 has not yet been agreed by SALC.

Proposer: Cllr. Stanyon

Seconder: Cllr. Allenby

UNANIMOUSLY APPROVED

9. The Committee to review the list of locum clerks provided by SALC.

The PPC have received confirmation from Mrs A Dallaway to provide RFO cover in the interim and Mr R Tyzack to provide locum cover for the Clerk role.

10. Any Items for report.

None were noted.

Meeting Closed at 11:00