

Bredfield Parish Council

Minutes of a meeting of Bredfield Parish Council held at the Village Hall 12 November 2021

CLLrs present: David Hepper (chair); Stewart Belfield; Vince Buckman; Hilary Harker; Anne Henderson; David Leyland

1/121121 Appointment of temporary Clerk for the purposes of the Meeting

It was proposed that Cllr Hepper could act as Clerk for the meeting and take notes for the minutes. This was agreed unanimously

2/121121 Apologies and approvals of absence

Cllr Tony Richardson had sent his apologies, and this was accepted

3/121121 Declarations of interest or requests for dispensation

None

4/121121 To agree arrangements until a new Clerk has been appointed

Chair explained that under the Financial Regulations it was the task of the Responsible Financial Officer (RFO) to control the finances and initiate payments. With the loss of the Clerk/RFO, it was necessary to appoint a Councillor to act in the role temporarily, until the appointment of a new Clerk/RFO, to allow payments to be made. The authority for doing this is LGA 1972 112(5). Proposed that Cllr Hepper could act as temporary RFO, and this was agreed. It was noted that this would prevent Cllr Hepper from voting on financial matters.

5/121121 To agree the proposed terms and conditions of employment for the appointment of a new Clerk

SALC had forwarded a model Job Description for a Parish Clerk, and it was agreed that with some minor modifications it should be adopted. Cllr Belfield had drawn up a person specification, outlining the essential and desirable skills that were needed, and this was agreed unanimously. The question of the level of pay for the future Clerk was discussed. Agreed that the new contract should specify four (4) hours per week, in line with NALC guidelines. The level of pay was debated and agreed that it should be on NALC pay scale Band 2, between Spine Points 18 and 20 depending on experience. It was agreed that any applicant should be interviewed before appointment, and arrangements for this would be determined later.

6/121121 To agree an amendment to the Financial Regulations in the absence of a Clerk

Chair drew the Council's attention to the Financial Regulations para 4.5 which specifies that the Clerk may authorise expenditure in extreme circumstances without reference to the Council. Proposed and agreed that a temporary amendment be made, to allow emergency authorisations in the absence of

a Clerk, allowing the Chair to act in this capacity. It was understood that this was a temporary arrangement until a Clerk was appointed. A paper/email trail to substantiate any such payments must be produced at a full council meeting at an early opportunity

7/121121 Urgent matters to be brought the attention of the Council

Cllr Henderson informed the meeting that the funeral of Rod Caird, the former Clerk, would be on 26 November, and noted that it was agreed at a previous meeting to purchase a wreath. Cllr Henderson advised that rather than flowers, the family had asked that donations be made to the Scottish Schools Pipes and Drums Trust, a cause that Rod had supported. It was proposed that £100 be donated, and this was agreed unanimously

There being no further business, the meeting closed at 7.35pm