**ST DAY PARISH COUNCIL**

**Minutes** of the meeting of the Parish Council held on Monday 18th June at 01.00pm in the Mills Street Community Room, St Day

**Present:** Cllrs C Bell, D Moerel, J Newcombe and G Nankivell

**1. Apologies**

 R.Gill

 C. Jones on vacation

 C. Williamsdeclined to attend

**2. To discuss and agree the candidate selection for the post of Parish Clerk and Terms and Conditions to be contained in the offer letter to the applicant Sarah Moore selected by the interview panel to fill the post of Parish Clerk, if the meeting so agreed.**

Cllr Bell informed the meeting that Sarah Tilby had withdrawn as a candidate as she had accepted another offer which provided better terms.

It was proposed by Cllr Bell that in the event that the chosen applicant declined the offer the post should be offered to Manuela Everrett, seconded my Cllr Nankivell and carried unanimously.

Salary was discussed, this would start at 2018 Spine 15 or £9.32 per hour, increasing to Spine 18 or £9.78 per hour (rising to £10.14 per hour from 01/04/2019 in line with NALC increase for Spine 18) after three months which would be the end of the shadowing or induction period with the current Clerk. [These salary levels are at the lower end of the range stated in the job advertisement - as a guide the salary paid to the current Clerk is between Spines 25 and 26 or £12.08 per hour].

A performance review would take place after three months in post full time and second review would take place prior to 1st April the latter with the objective of confirming the position and subsequent salary point depending upon performance in the interim period and to be agreed by the Parish Council.

Start date would be 2nd July with full duties commencing 1st October 2018.

Cllr Nankivell stated that the parameters for expense refunds should be included in the T’s & C’s which was agreed.

The meeting was informed that the Holiday Entitlement was 44 hours per annum or the equivalent of four weeks leave on 10.5 hours per week plus two hours - Statutory Holidays in addition.

Cllr Newcombe pointed out that attendance at all monthly Parish Council meetings was obligatory and should be stated.

The point of Notice Period was raised which should be included in any T’s & C’s, as was the need to specify Sick Pay and absence through illness.

The acceptance of the offer by the applicant would form part of the Contract which must be provided as a written statement within two months of the employment commencing.

The formal offer letter would first be issued to the current Parish Clerk for review and then subsequently circulated to all Parish Councillors with a time limit for response to ensure a speedy delivery of the offer letter to the recipient.

 The meeting closed at 01.26pm