

Almeley Parish Council

**Extra Ordinary Meeting Parish Council Meeting Minutes of Wednesday 18th April 2017
held in Almeley Village Hall at 8pm**

Present: Chairman Councillor John Hope, Vice Chairman Councillor Barry Hall, Councillor Elizabeth Tucker, Councillor Bee Held, & Councillor Allan Payne.

In Attendance Mrs Kath Greenow Acting Clerk (Herefordshire Association of Local Councils)
Ward Councillor Clive Skelton

1. Apologies of absence:

Apologies received from Councillor Martin Skyrme & Councillor James Edwards

2. Declarations of interests & written requests for dispensation

No Declaration of interest declared no written requests for dispensation received

3. Employment Matters

3.1 To note the resignation of the clerk to the parish council

The resignation of the parish clerk Mrs Marion Scott was noted

3.2 Recruitment process

3.21 To consider whether to access HALC's recruitment process @£ 200.00

It was **RESOLVED** to: Access HALC's recruitment process at a cost of £200.00, which consist of advertising the vacancy on HALC's website & Information corner, shortlisting of prospective candidates, interviewing of candidates with 3 parish councillors. providing a draft contract and obtaining references.

3.2.2 To nominate three councillors for recruitment process.

It was **RESOLVED:** that three councillors would attend the interview process as required depending on which councillor was available.

3.2.3 To note that HALC is advertising the position

It was noted that HALC is advertising the position as agreed.

4 To consider HALC's clerk cover if no clerk is available for appoint at the Annual Meeting of the Parish Council in May.

It was **RESOLVED:** to take up HALC's cover clerk service for the Annual Meeting of the Parish Council in May.

5.To confirm date of Next Meeting

Next Meeting confirmed as Wednesday 10th May at 7pm in Almeley Village Hall.

Signed
Chairman

Date.....