

HAYFIELD PARISH COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 15TH OCTOBER 2014 IN THE VILLAGE HALL, HAYFIELD

Present:

Cllrs P Easter (In the Chair), D Clarke, M Dean, M Jones, E Lawson, A Ramwell and V Wiesteska

In attendance: K Bradshaw, Parish Clerk

554 Apologies for Absence

Apologies were received from Cllrs K Bevins, L Bevins and J Wilson

555 Exclusion of the Press and the Public

It was RESOLVED that in view of the confidential nature of the business about to be transacted (in respect of the personal situation of employees and details of the terms of contract for the supply of services, which could result in legal proceedings) it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.

556 Recruitment of Parish Clerk – Job Description

It was RESOLVED to adopt the NALC model job description for this position

557 Recruitment of Parish Clerk – Contract of Employment

It was RESOLVED to adopt the NALC model contract of employment for this position

558 Recruitment of Parish Clerk – Application Form

It was RESOLVED to remove any questions relating to health

559 Recruitment of Parish Clerk – Personal Profile

It was RESOLVED that the existing personal profile adopted on 4th April 2012 did not require any changes.

560 Recruitment of Parish Clerk – Advertisement

It was RESOLVED that the draft advertisement for this position be approved and be published via the Derbyshire Association of Local Councils and be placed in the Buxton Advertiser at an estimated cost of £300.

561 Recruitment of Clerk – Interview Panel

It was RESOLVED that the Interview Panel should consist of Cllr Easter, Cllr K Bevins and Cllr J Wilson

562 Locum Clerk

It was reported that the person interested in the Locum Clerk position had withdrawn their application earlier to day DALC are still trying to find someone to help.

The meeting closed at 7.40pm

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Chairman

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Date