

Mendlesham Parish Council

An Extraordinary Parish Council meeting was held in the Old School Room, Mendlesham, Tuesday 27 June 2023 at 7pm.

Present: Cllrs A Davey (Chairman), P Allen , M Exley, S Judd, H Orton, E Ward and S Jones (Clerk).

Apologies: Cllrs D Foster, N Foster, D Lummis, M Orton (all for personal reasons).

Acceptance of apologies: Unanimously agreed.

The filming statement was not read out.

2. Declarations of interest:

a) To note Councillor's declarations of interest in any of the following agenda items. Cllr Judd reported that as applicant for planning application DC/23/02915 she had a pecuniary registrable interest.

The Chairperson agreed to move the published agenda items so that the planning application would be considered at the end of the meeting when Cllr Judd would leave.

b) To agree to any dispensations with regard to declarations of interest. Not required.

3. Minutes: To confirm the following as a true and accurate representation.

a) Ordinary Meeting 7.6.23. Pages 2043-2048 inclusive were unanimously agreed as a true and accurate representation of the meeting, signed and dated by the Chairperson.

4. Public forum: No members of the public present and nothing had been received prior to this meeting.

The meeting then went into camera as the following agenda item relates to sensitive and confidential staff matters.

8. Staff matters:

a) Proposal from the Finance and General Purposes Advisory Committee as follows:

Proposed Terms of Reference for Recruitment of a Parish Clerk and Responsible Financial Officer.

Purpose:

Further the terms of reference provided to Mendlesham Finance & General Purposes Advisory Committee (F & GP) at the Ordinary meeting 7.6.23, to oversee the recruitment process of a Parish Clerk including proposed advert, person specification and job description.

F & GP requested confirmation of the following responsibilities:

1. The Committee can ask for help from the current Parish Clerk as required.
2. To propose the job advert, person specification, job description, application forms and recruitment process.
3. Actively engage and participate in all stages of the recruitment process to ensure that statutory recruitment requirements, including a fair, transparent and comprehensive process is conducted.
4. Act as a point of reference for potential candidates.
5. Identify and agree a short list of candidates for interview with evidence to support the selection process.
6. To undertake the interviews, formulating questions with evidence to support the selection process.
7. To propose the preferred candidate(s) at a meeting of the full Parish Council with proposed terms of employment.

Unanimously agreed.

It was noted that all final decisions regarding the recruitment process and appointment rests with the full Parish Council.

- b) Advert: Unanimously agreed with an amendment regarding CiLCA Qualification with successful applicant needing to be qualified or to be willing to train and qualify.
- c) Job Description: Unanimously agreed with proposed additions/amendments as previously circulated further to the Suffolk Association of Local Councils model, including no 19 regarding Charity work.
- d) Personal Specification: Unanimously agreed with proposed additions/amendments as previously circulated further to the SALC model.
- e) Application form: Unanimously agreed with personalised information further to the SALC model.

Cllr Allen left the meeting. The meeting went out of camera.

5. Reports:

a) Clerks report: any urgent matters to report. Nothing to report.

b) Any other urgent reports: Nothing to report

c) Chairs report:

Further to the previous meeting, the area around the 50 50 shop had been tidied with complimentary comments.

The proposal to place soil around the top of the slide at Mendlesham Green had proved unsuccessful. Alternative proposal to use a hose pipe around the edge of the concrete block was being considered.

d) Questions to the Chair: Nothing asked.

6. Mendlesham Parish Council: Financial matters

a) To confirm payment of invoices: The following invoice was unanimously agreed for payment.

OL	161.00	Street Cleaning June 2023
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b) Any other urgent financial matters: none

7. Any other business:

Cllr H Orton had a proposal regarding play equipment at Mendlesham Green. It was noted that the next agenda included an agenda item regarding playing fields so that Cllr Orton could issue a report and proposal prior to the meeting for Cllrs to then be prepared at the next full Parish Council meeting.

With regard to the Parish Council advert, in addition to the sources as already agreed by the Finance and General Purposes meeting, it was agreed the advert could be circulated as Cllrs felt fit including neighbour parishes .

7.38pm Cllr Judd declared that as applicant for planning application DC/23/02915 she had a pecuniary registrable interest and left the meeting.

4. Planning:

a) Applications:

DC/23/02915 Old Hall House, 4 Church Road, Mendlesham.

Application for Listed Building Consent- Replacement of roof.

It was unanimously agreed to recommend approval of this application subject to Heritage Officer consent.

b) Results: None

c) Correspondence: An email had just been received and would be circulated regarding further consultation for National Grid Green project

d) Any other planning matters: None

Page 2052

Meeting closed at 7.39