

**FORRABURY AND MINSTER PARISH COUNCIL
FINANCE/STAFFING SUBCOMMITTEES**

Minutes: 23 September 2010

**Present: Clrs Dawson, Ferrett, Findlay, Hoskin, Jarvis, Rodda
Apologies: Clrs Brewer, Day, Little, Smith.**

1. Terms of Reference

It was agreed that the object of the Finance and Staffing sub-committees was to regularly review working procedures of the Parish Council with specific reference to financial and staffing matters.

2. Resignation of Clerk

Following the written offer of resignation of the present Clerk dated 14 September the decision of the Chair to accept resignation as from 31 December 2010 was ratified by members present.

3. Appointment of new Clerk

Procedures for advertising for and appointing new Clerk were discussed and it was resolved to ask the present Clerk to contact local newspapers to advertise the vacancy as soon as possible (copy of advertisement attached). In addition the advertisement should be placed in the Parish notice boards, on the Parish website and Cornwall County website.

4. Recruitment Procedure

1. It was hoped to have the new Clerk appointed by the beginning of December with a handover period to be agreed with the present Clerk
2. Application forms and information packs would be sent to interested candidates. Sarah Mason has agreed to supply sample application forms and job description to assist the Council. Terms and conditions will be decided by the Council.
3. Review of applications and interviews of prospective candidates would be by the full Council. Sarah Mason will be approached to supply an independent observer from CALCS to monitor the interview process.
4. Candidates asked for interview will be asked to provide the names of two referees and the appointee subject to a Criminal Records Bureau check.

5 Performance Review

1. The Council is required to carry out an annual performance review of staff (Standing Orders 14 & 38) including pay and conditions of service
2. Particular attention should be paid to specific areas:
 - *Minutes* - should be as full and accurate as required for the Council and other interested parties to refer back to decisions made and conduct of meetings in the past.

- *Financial records* - should be presented at each meeting to provide an up to date record of income and expenditure, amounts held in reserve and contingency payments, including amounts earmarked for special projects
- *Correspondence* - copies of all correspondence, sent or received, should be made available at each meeting for reference by Council members
- *Expenses* - should be agreed and submitted on a proforma document with supporting receipts
- *Time Sheets* - in order to determine adequacy of workload and remuneration staff will be asked to provide time sheets as required

The meeting concluded at 20.30 hrs

Time and Date of Next Meeting

7 pm Thursday October 8 Community Centre