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## Tockwith with Wilstrop Parish Council North Yorkshire

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**Minutes of the Extra Ordinary Meeting of Tockwith with Wilstrop Parish Council (TWWPC) held at 6.30pm on Friday 13 September 2024 in the back room at Tockwith Village Hall, 1 Marston Road, Tockwith, YO26 7PR.**

**Present:** Cllr Alex Marsh, Cllr Kriston Wright, Cllr Helen Algar, Cllr Simon Blake, Cllr Stuart McHenry.

**Apologies:** Cllr Ed Harrison, Cllr A Warneken.

**Guests:** None.

**In attendance:** Deborah Marshall, Clerk to the Parish Council.

No members of the public were in attendance.

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### MINUTES

#### 81. Apologies

##### i) To note any apologies received

Apologies had been received from Cllrs Harrison and Warneken.

##### ii) To approve any reasons for absence submitted for consideration

**RESOLVED:** That the reasons for absence submitted by Cllrs Harrison and Warneken be accepted.

#### 82. To Note any Declarations of Interest

##### i) To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests (DPI) in the business to be transacted at this meeting

None

##### ii) To approve any dispensation requests received

None.

#### 83. Public Open Forum

There were no members of the public in attendance.

#### 84. Employment matters

##### i) To note the resignation of the Clerk and consider any future actions

The Clerk's resignation was noted. It was agreed the Clerk would work a notice period until the end of October to allow time for a new Clerk to be recruited and to undertake a handover.

##### ii) To elect members to a staffing committee and consider date of next meeting

It was proposed that all existing members of the Parish Council be elected to the staffing committee.

**RESOLVED:** That Cllrs Warneken, McHenery, Blake, Marsh, Algar, Wright and Harrison be elected to the staffing committee.

**iii) To elect a Chairman to the staffing committee**

Cllr Wright was proposed as Chairman by Cllr McHenery, seconded by Cllr Blake.

**RESOLVED:** That Cllr Wright be elected Chairman of the staffing committee.

**iv) To consider any amendments to the terms of reference of the staffing committee**

Cllr Algar proposed that the word 'ratified' be replaced by the word 'approved' following advice from YLCA.

**RESOLVED:** That subject to the above amendment, the terms of reference be approved and posted on to the Parish Council website.

**v) To consider the existing job description for post of Clerk/RFO**

The job description and person description had been circulated prior to the meeting. It was proposed that the Clerk's contracted hours be increased from 65 per month to 78 per month. The existing salary range of SCP24-28 is to be retained.

**RESOLVED:** That subject to the above increase to the Clerk's hours, the job description be approved.

**vi) To consider the advert for the post of Clerk/RFO and where it will be advertised**

It was proposed that an advert be placed with the YLCA at a cost of £20 and the vacancy be posted on the Parish Council website. The Clerk said she would also put a post on the Community Clerk's Facebook page. It was proposed that the application period be 3 weeks with the closing date for applications being Friday 6<sup>th</sup> October.

**RESOLVED:** That the above proposals be approved.

**vii) To consider the recruitment of a Locum Clerk for the interim period**

It was proposed that the Parish Council review the necessity for a Locum Clerk once the application period had closed and applications had been reviewed.

**RESOLVED:** That the requirement for a Locum Clerk be reviewed at the next meeting of the Staffing Committee.

**85. Communication:**

**i) To consider the use of a messaging app for communication between councillors.**

It was advised that communications should be carried out via email and documents stored and shared securely through the PC's existing channels.

**RESOLVED:** That the use of a messaging app be declined.

**With no further business the Chairman declared the meeting closed at 19:27**

Signed \_\_\_\_\_ Date \_\_\_\_\_