



Tockwith with Wilstrop Parish Council

North Yorkshire

www.tockwith.gov.uk

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Minutes of the Extra Ordinary Meeting of Tockwith with Wilstrop Parish Council held at 5.00pm on Friday 11 October 2024 in the back room at Tockwith Village Hall, 1 Marston Road, Tockwith, YO26 7PR.

Present: Cllr Arnold Warneken, Cllr Alex Marsh, Cllr Kriston Wright, Cllr Helen Algar, Cllr Stuart McHenry. Cllr Blake arrived at 5.09pm.

Apologies: None.

Absent: Cllr Ed Harrison.

Guests: None.

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

No members of the public were in attendance.

MINUTES

104.	<u>Apologies</u>
i	To note any apologies received None received.
ii	To approve any reasons for absence submitted for consideration None.
105.	<u>To Note any Declarations of Interest:</u>
i.	To note declarations of interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests in the business to be transacted at this meeting None.
ii	To approve any dispensation requests received None.
106.	<u>Public Open Forum</u> There were no members of the public in attendance. Due to the confidential nature of the business to be discussed at this meeting, the press and public were excluded from the next item (107) by virtue of Public (Admission to Meetings) Act 1960.
107.	<u>Vacancy for Clerk/RFO</u>
i	To consider feedback from the Staffing Committee interview panel The interview panel provided an overview of the three candidates interviewed and scores awarded on the scoring matrix. It was noted that all three candidates had performed well at interview.
ii.	To consider information provided by references obtained The Clerk has circulated all references received. It was noted that no references had been received for Applicant 3 and only one reference had been received for Applicant 1.
iii.	To consider appointment of preferred candidate to vacant post of clerk/RFO Based on the scoring matrix, Cllr Warneken proposed that Applicant 1 be offered the role subject to the receipt of a second reference. This was seconded by Cllr Wright. All in Favour.

	Resolved: That Applicant 1, Fiona Vicary be offered the role of Clerk subject to the receipt of a satisfactory second reference.
iv.	To consider relevant pay scale for preferred candidate SCP26 was recommended for the candidate based on qualifications and experience. This proposed by Cllr Warneken and seconded by Cllr Wright. All in favour.
	RESOLVED: That SCP26 be approved as the salary spinal point.
v.	To consider any adjustments to contract of employment terms and conditions The draft contract had been circulated. It was recommended that the probationary period remain at 6 months as per the SLCC/NALC contract template. This was proposed by Cllr Warneken, seconded by Cllr Wright. All in favour.
	RESOLVED: That the draft contract be approved.
vi.	To consider relevant start date and handover The interview panel advised the PC that the selected candidate could start employment on Monday 21 st October. A date would be arranged for an introduction, tour of the Parish and initial handover with the Chairman and incumbent Clerk.
	RESOLVED: That Monday 21 st October 2024 be approved as the start date for the new Clerk/RFO.

With no further business the chairman declared the meeting closed at 17:38

Signed _____ Date _____