

**MINUTES OF THE STAFFING COMMITTEE MEETING OF  
KEMPSEY PARISH COUNCIL HELD ON  
MONDAY 18<sup>th</sup> AUGUST 2014 AT 7.00.PM  
AT KEMPSEY COMMUNITY CENTRE**

**PRESENT:** - Cllr J Michael (Chair), Cllr Hay, Cllr Patrick, & Cllr Geens.

**IN ATTENDANCE:** - One member of the public

1. Apologies: To receive apologies and to approve the reason for absence – None
2. Declarations of Interest
  1. Register of Interests: Councillors were reminded of the need to update their register of interests.
  2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature. – None
  3. To declare any Other Disclosable Interests in items on the agenda and their nature – None

<b>Public Question Time. Brief notes are appended to these minutes.</b>
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3. Minutes: Minutes of the Staffing Committee Meeting of 01.08.14 were approved.

5. It was decided to discuss item 5 prior to item 4. It was reiterated that the Full Council had decided to employ an Assistant to the Clerk (clerical assistant) and not an Assistant Clerk. The wording of a job description for this position was discussed and finalized thus:-

“To undertake general office duties and tasks as required by the clerk. These tasks may include the preparation of documents using Microsoft Office, preparing emails, printing, scanning and photocopying, filing, handling mail, taking telephone messages and logging them, and occasional inspections of the facilities of the Community Centre.”

It was asked if this job description should go before the full council prior to being used. The Chairman said that the vote taken by the Parish Council at the previous week’s meeting supported accepting the resignation of Mrs. Cutler and to recruit a new Assistant to the Clerk. This duty falls to the Staff Committee to implement under Standing Order 15 (9) and that time is of the essence to fill this vacancy.

4. The wording of the advertisement was discussed and decided as thus:-

“A vacancy has arisen for a part-time Assistant to the Kempsey Parish Council Clerk. The successful candidate will be contracted to work a minimum of 15 hours per week that may include occasional evening duties. Applicants will be expected to have a good working knowledge of Microsoft Office, and shorthand skills would be advantageous but not essential. Pay is negotiable and subject to qualifications and experience and an immediate start is available. Applications in writing with an up to date C.V. to Mrs Sharon Baxter, Kempsey Parish Council Office, Kempsey Community Centre, Main road, Kempsey, Worcester. WR5 3LQ. Tel: 01905 828183. Email: [kempseyparishcouncil@gmail.com](mailto:kempseyparishcouncil@gmail.com)”

Where to place the advertisement was discussed. It was decided to place it in the CALC electronic newsletter and also at the Worcester Job Centre. It was thought that these were better options to begin with rather than an expensive entry in the local press. Cllr Michael stated that he has made mention of the vacancy in his Chairman’s Report in the forthcoming Kempsey Parish News.

It was agreed that applications were to be in by 12<sup>th</sup> September, 2014.

Meeting Closed at 7.40pm

Minutes taken by Cllr Geens

## **Public Question Time**

### **Ken Blackwell – 1, The Oaks**

Stated that he was not at all pleased that Mrs Cutler had been allowed to leave. He thought that she should have been allowed to have all of August off in order to keep her. The Chairman responded by saying that she had handed her notice in and that it had been duly discussed and considered by the full council, the resulting vote thereon deciding to accept her resignation and seek a replacement Assistant to the Clerk.