

Minutes of Staffing Meeting 8pm Thursday 28th May 2021.

Present: Cllr D Cartwright (Chairman of HPC) and Mrs L Corten-Miller (Staffing Committee).

Purpose of meeting: to interview Miss Jane Slaymaker for the post of Clerk/RFO to the Hundleby Parish Council.

Having previously agreed the Job description and overall responsibilities, and the post being advertised on the Hundleby Parish Council and LALC website, and notices being placed in the two village noticeboards Miss Slaymaker was the only applicant.

An interview was arranged and the applicant asked about her previous work and voluntary experiences and how these would be useful in her Clerk/RFO role. The applicant also indicated how her activities supporting the Council with 'minute' taking and Staffing issues were relevant to the Clerk/RFO role. Miss Slaymaker then went on to outline her intended undertakings with regard to financial management with the Scribe package and the CiLCA qualification in due time.

At the end of the interview she was asked if she was still interested in taking up the position.... her answer being positive.

The interview concluded at 8.35pm

Councillors Cartwright and Corten-Miller thanked Miss Slaymaker for her attendance, that her application would be discussed and our views communicated to her in due course.

Subsequently it was agreed to propose that the Hundleby Parish Council appoint Miss Slaymaker as Clerk/RFO. This decision was communicated to Miss Slaymaker with much pleasure.

Appointment to be proposed and ratified full Parish Council meeting Monday 7th June 2021.