

SOMERTON PARISH COUNCIL

FINAL Minutes of an Extraordinary MEETING OF THE PARISH COUNCIL meeting held on 19th January 2023 at The Village Hall, Somerton at 7.00pm.

Present: Cllrs J Clift, R Starling, R Walters (Chair), I Wright, T Jones, D Crane, K King

Clerk: Kate Martin-Smith

1 Member(s) of the public was present.

1 Apologies

To consider and approve apologies for absence – none

2 Declarations of Interest.

None.

3 Public Speaking.

3.1 James Bensly. Not present

3.2 District Councillors James Bensly and Noel Galer. Not present

3.3 Police Representative. None present.

3.4 Public – No Comments

4 Minutes.

The Council minutes dated 3rd January - were AGREED – Proposed Cllr J Clift Seconded Cllr R Starling

5 Clerk Vacancy

5.1 Contractual consideration

a) Hours per week to stay at 4 hours – Proposed Cllr T Jones Seconded Cllr J Clift

b) Pay scale to stay at scale 17 (currently £13.95 ph) – Proposed Cllr K King Seconded Cllr T Jones

5.2 Review and agree job specification – agreed on the specification previously circulated around the Councillors - Proposed Cllr R Starling Seconded Cllr I Wright

5.3 Review and agree person specification – agreed on the specification previously circulated around the Councillors with additional specification for 'Information Management and Data Protection' – Proposed Cllr R Starling Seconded Cllr I Wright

5.4 Agree notice to hire new Clerk

a) Agree wording of notice – agreed on the advert previously circulated around the Councillors with closing date of 10th February 2023, interviews are planned for 13th February 2023 depending on availability of the Village Hall – Proposed Cllr J Clift Seconded Cllr T Jones

b) Agree on where to publicise – agreed on Newsletter, Local Social Media, Clerk Networking Groups, Norfolk ALC Website, Notice Board and the Mercury

5.5 Business continuation (ie do we get a Locum temp in the event that current Clerk leaves before a new Clerk is appointed?). – it has been decided that the last day for the current Clerk will be that of the next meeting. Agreed that no locum temp should be used. This situation to be reviewed if no new Clerk found in a timely fashion.

6 Date of next meeting:

Tuesday March 7th 2023 at 7pm, Village Hall – PARISH COUNCIL Meeting.

The meeting closed at 7.32pm

Signed:

Dated:

Clerk: Kate Martin-Smith

Postal Address: 18 Hemsby Road, Martham, Great Yarmouth, NR29 4QG

Tel: 07513 093188 Email: clerksomerton@gmail.com