

Draft minutes of an extraordinary meeting of Bramerton Parish Council held at 8:10pm on 23 August 2018 at the Village Hall

Present D. Blake, V. Knowles, R. Simmonds, R. Smith, K.Wheeldon(Chair),
Apologies Ms G. McArthur, Mr G. Shaw,

Declarations of interest None

1. Council noted and accepted the receipt of the Clerk's emailed letter of resignation, to take effect on 31 December 2018, and expressed their thanks for the long service given by Mr Ansell in this post. It was agreed that his hours would be increased from 16 to 20 a month for the period 1 September 2018 to 31 December 2018. This should facilitate the smooth handover to a new clerk.
2. Arrangements for recruiting a new Parish Clerk. It was agreed that:
 - a. the post would be advertised for an average of four hours a week, but the successful candidate would be advised that there would be scope for additional hours in the first few months to allow for the new Clerk to familiarise him/herself with the role;
 - b. the hourly rate would be advertised at points 20 - 26 on the national scale, and that the starting point would depend on the skills and experience of the successful candidate;
 - c. the closing date for applications would be 12 noon on Monday 15 October and interviews would be held on Monday 22 October;
 - d. the post would be advertised on the Norfolk ALC weekly newsletter from the middle of September and the chair would draft a short item to go in the next edition of *Eleven Says*;
 - e. applicants would be asked to submit a letter of application and CV, and would be sent the following
 - i. background notes about Bramerton and the Council's work,
 - ii. job specification,
 - iii. person specification with skills and knowledge required;
 - f. we will decide on the interview panel at the next ordinary meeting.
3. Date of Next Meeting 24 September at 7:30 pm in the Village Hall.

Meeting closed at 9:30.