

**MINUTES OF AN EXTRA-ORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL,**  
**HELD AT BARTON-LE-CLAY VILLAGE HALL**  
**ON MONDAY 30<sup>th</sup> APRIL 2018**

Present: Councillors Mr D Gunter (Chair), Mr L Davison-Williams (Vice-Chair), Mr J Roberts, Mrs G Gardner, Mr A Channon, Mr J Selley, Mr M McNulty

Minutes: Councillor Mr J Roberts

17/578 **APOLOGIES FOR ABSENCE**  
No apologies have been received

17/579 **SPECIFIC DECLARATIONS OF INTEREST** – None.

17/580 **POLICIES & RESOURCES COMMITTEE**

580.1 **To review bank signatories for TSB bank account**

Cllr. Davison Williams advised that the Clerk's signatory authority with TSB had been revoked and that the Asst Clerk had been added. However these changes coincided with the TSB IT issues and it is not yet clear whether the changes are effective. This will be followed up asap.

**These changes were noted and ratified.**

Cllr Davison Williams further advised of a need for Council to review signatories and related policy arrangements more generally at an early future Full Council meeting.

This was noted

17/581 **PAY & PERSONNEL COMMITTEE**

581.1 **Exempt Business** - Cllr Roberts **PROPOSED** a resolution to exclude members of press and public from debate on agenda items 17/581 (Standing Order 67) "That in view of the confidential nature of business being transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw". This was **SECONDED** by Cllr Gunter and **UNANIMOUSLY AGREED**.

581.2 **To receive an update regarding an employee-related matter and decide on associated further arrangements.**

[REDACTED]

[REDACTED]

Cllr Roberts summarised the recruitment activity to date. In addition to our own website and Facebook page , Noticeboards and Barton Village Today Facebook page, our Clerk/RFO vacancy is currently advertised on SLCC Job Board using top (Gold) featuring . Indeed.co.uk – free service, via BATPC member distribution –free . Closing date is 18 May

To date we have received 8 applications, 6 via Indeed.co.uk and 2 via Facebook. No detailed assessment of the applications has yet been done but initial observations indicate that none of the applicants have the experience we require. This is however not yet a definitive judgement.

Cllr Roberts suggested that we continue with SLCC advertising for a further 2 weeks as this is the core Job Board for Qualified/part qualified clerks. The cost will be £125 +VAT. Also we should ask Herts Association of Town/Parish Councils (BATPC equiv) to distribute to members. cost £50

Facebook page advertising would be refreshed and neighbouring Village Facebook groups asked to post the vacancy.

Newspaper advertising was not considered worthwhile.

After discussion Council determined that the current priority for Clerical support was regarding the preparation for GDPR and the LCPAS day on 18 May. [REDACTED] who has successfully provided support previously is available and willing to offer flexible support and it was determined that she be approached with a view to supporting the GDPR preparation, at the new National Living Wage [REDACTED]. If she is interested she will be put in touch with Cllr Davison Williams to work out the details of her engagement.

**Cllr Thomas proposed that** the Appeal panel be convened as above and that further advertising be undertaken as suggested, along with the associated costs. Also, that [REDACTED] is approached as suggested re GDPR preparation. **This was seconded by Cllr Channon and agreed with one abstention.** (Cllr Davison Williams abstained to avoid potential conflict with his temporary activities as signatory for expenditure in the absence of the Clerk)

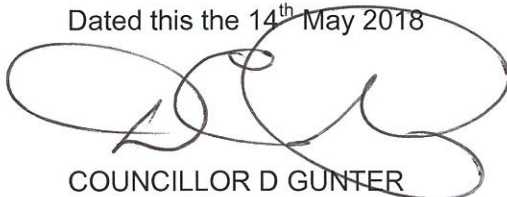
581.3 **Consideration of GDPR representation at LCPAS training/review/assessment day, 18<sup>th</sup> May 2018.** Covered by decision in 581.2 above

17/582 **ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA** - None

The meeting closed at 9 pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 30<sup>th</sup> April 2018.

Dated this the 14<sup>th</sup> May 2018



COUNCILLOR D GUNTER  
CHAIRMAN