

# Shadforth Parish Council

## Minutes of an Extraordinary Meeting of the Council

for the Parish of Shadforth held in the Sherburn Hill Hub, Sherburn Hill

on Tuesday 25<sup>th</sup> May 2021 at 6.00pm.

Present: Cllrs: Debra Thompson, Wendy Martin, , Emma Beattie, Graeme Kell.

Apologies: Cllr Stuart Flude

1. **Apologies:** Cllr Stuart Flude.
2. **Declarations of Interest.** Wendy Martin declared an interest in discussion of venues. as a Sherburn Hill Hub trustee.
3. **Receive Declarations of Acceptance of Office forms.** It was agreed to extend the deadline for receiving declaration of office forms until the Parish Council meeting on 1<sup>st</sup> June.
4. **Approval of Minutes of the meeting held on 18<sup>th</sup> May 2021**  
Motion proposed by Wendy Martin and seconded by Debra Thompson: To resolve to accept the minutes from the Parish Council meeting held on the 1st September 2020 as a true record.  
Resolved: to accept the minutes as a true record  
It was agreed that members would send any amendments to the minutes in advance of the meeting.
5. **Clerk's Job Vacancy.** – The Model Job Description and Person specification were discussed. It was agreed that the acting clerk would make the revisions and draft an advertisement ready for discussion at the next meeting. To research the average hours worked and salary by previous clerk and average hours and rates of pay of other local clerks in similar sized councils. To report back at the next meeting.
6. **Recruitment strategy:** Costs for advertising had been researched. North East Jobs cost £150 for one advert. This is where most clerk jobs are advertised. It was agreed to set the budget at the next meeting.
7. **Determine venues for ordinary council meetings for the year.** It was agreed to hold the June and July meetings at Sherburn Hill Hub, and review in July meeting when we know availability of other venues.
8. **Any Other Business:** It was agreed to contact the clerk to arrange a mutually agreeable time for handover. Apologies had been received from Elaine Arnell for the 18<sup>th</sup> May meeting. Discussion took place about placing defibrillators in the villages. Debra Thompson to follow this up with Cllrs Kellett & Hall. Discussion took place about a request to drop the kerb on Front Street. Debra Thompson agreed to follow up with DCC. Wendy Martin would ask Cllr Hall to keep Parish Council informed of any site meetings in the Parish. Parish Meeting arrangements were discussed. Wendy Martin to invite local councilors and new Hub centre manager. It was agreed to promote on social media.

Meeting Closed at 19.50

Minutes prepared by Emma Beattie on 1.6.2021

Acting Clerk to the Council

Minutes Approved by ..... Position..... On (Date):.....