

## **Calne Without Parish Council**

To Councillors Cook, French, Jones, Rees, Robbins,  
You are hereby summoned to attend a meeting of Calne Without Parish Council, Human  
Resources Committee on Zoom on Wednesday 14<sup>th</sup> April 2021



Sarah Glen  
Clerk to the Council 8<sup>th</sup> April 2021

This meeting will be held in accordance with s78 of the Coronavirus Act 2020, The Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came into force on 04 April 2020.

The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specific period until May 2021. The 2020 Regulations apply to local council meetings, committee, and sub-committee meetings in England.

This meeting will be held using Zoom. Members of the public are able to attend the meeting by using the log in details provided. If you wish to speak at the meeting, please contact the Clerk by 12noon on 12<sup>th</sup> April 2021.

Zoom joining details:

Join Zoom Meeting

<https://zoom.us/j/92398268886?pwd=NldXOVFnUEhncUgzY2JzWFA5cytVdz09>

Meeting ID: 923 9826 8886

Passcode: 299739

One tap mobile

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## **Agenda**

### **1 Apologies**

To receive apologies.

## **2 Public participation**

Opportunity for members of the public to address the Committee.

## **3 Declarations of Interest**

Declarations from Councillors of any disclosable pecuniary interest (Standing Orders 13b) or other interest (Standing Orders 13c) in respect of matters being considered by the Council.

## **4 Minutes**

**Recommendation: That the Committee approve the Minutes of the meeting held on 19<sup>th</sup> February 2020 as a true and fair reflection of the motions agreed by the Committee and the discussions that took place and that these be signed by the Chairman as such.**

## **5 Appointment of a New Clerk/RFO**

To consider all matters pertaining to the recruitment of a new Clerk for the Council following the resignation of the current postholder which will take effect on Friday May 21<sup>st</sup>, 2021.

Recommendations

1. That the Committee approve a job description, including pay scale point, contract hours and responsibilities.
2. That the Committee approve a job application form and process.
3. That the Committee approve a timescale for the advertisement and appointment of the post.
4. That the Committee consider the employment of a Locum Clerk if approved by Council on 12<sup>th</sup> April 2021.
5. That the Committee make any recommendations to the new Council it considers necessary for the continued operation of the Council.