

MINUTES MAY BE UPDATED BEFORE THEY ARE APPROVED AT THE NEXT PARISH COUNCIL
MEETING

MINUTES OF THE CALNE WITHOUT PARISH COUNCIL
HELD AT THE LANSDOWNE HALL
MONDAY 14TH JUNE 2021 AT 7.30pm

CALNE WITHOUT COUNCILLOR ATTENDANCE

Present (P): Apologies (A): Did Not Attend (X)

Cllr John Barnes	P	Cllr Rob Hislop	P	Cllr Bruce MacInnes	P
Cllr Sarah Marshall	A	Cllr Ioan Rees	A	Cllr Keith Robbins	P
Cllr David Songhurst	P				

Locum Clerk Tony Jay

Wiltshire Council Unitary Councillor Sam Pearce-Kearney attended the meeting.
Wiltshire Council Unitary Councillor (Calne Rural) Ashley O'Neill sent his apologies.

- 1 To receive and approve apologies from Parish Councillors.

Councillors Marshall and Rees were not present at the meeting. Their apologies were accepted and approved. Councillor Robbins chaired the meeting.

- 2 To invite public participation from members of the public who have asked to speak at the meeting.

Councillor Pearce-Kearney introduced himself to the meeting. He will forward his contact details to all Councillors.

- 3 To receive declarations of interest 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 at this meeting.

No declaration of interest was received.ⁱ

4. Chairman Announcements.

The Vice Chairman told the meeting that one of the two candidates for the position of Parish Clerk had been offered the position and had accepted. This will be discussed in more detail under item 8.

5. To approve the minutes of the Parish Council meeting held on 17th May 2021 as a true record of the meeting.

It was unanimously resolved to approve the minutes as a true record of the meeting.

6. To approve the following payments

Caroline Keevil	Payment for 3 x Honorary Freeman Scrolls (NB. Further £200.00 plus cost of framing to follow)	£150.00
Sarah Glen	Clerk salary for May 2021 plus 18 hours overtime (12 hours for April previously approved plus 6 hours for May)	£670.32
Tony Jay	Locum Clerk Payment for period 18 th to 21 st May 2021	£150.10
Tony Jay	Locum Clerk Expenses 18 th to 21 st May 2021	£54.00

It was unanimously resolved to approve the payments.

7. To note the following payments

Newsquest Media Group	Advertisement in Gazette & Herald for Parish Councillor vacancies as approved by Parish Council Meeting of 17 th May. Paid on 19 th May.	£121.50
Information Commissioners Office	Data Protection Act registration. Paid by direct debit on 21 st May.	£35.00
Arthur J Gallagher (Came and Co)	Insurance for 2021/22 due for renewal on 1 st June 2021 as approved by Parish Council meeting of 17 th May. Paid on 21 st May.	£780.14

The payments were noted.

8. To note the balance and expenditure for the period ending 31st May 2021.

A balance and expenditure sheet had been circulated to all Councillors. No questions were asked regarding the sheet.

9. To receive an update regarding the Parish Clerk recruitment process.

It was unanimously resolved to appoint Katherine Checchia as the new Parish Clerk.

Mrs Checchia was present at the meeting, and received a warm welcome from all the Councillors. A discussion took place regarding the Clerk's training and other items relating to her appointment. The following resolutions were passed unanimously:

- To provide a new laptop (with Microsoft 365 installed) and printer solely for Parish Council work. Mrs Checchia agreed to sign a declaration that this equipment will be returned when the time comes that she leaves the employment of the Council. A budget figure of £1000 was set for these purchases.
- A full training package will be provided for the new Clerk, including mentoring and books.
- The services of a SLCC recommended mentor will be engaged to provide twenty five hours of mentoring over a four week period @ £30 per hour. The Chairman will make these arrangements.

- The services of the previous Clerk will be engaged to provide approximately six hours of 'local knowledge and procedures' training @ £25 per hour. The Vice Chairman will arrange a meeting to introduce the new and previous Clerks to each other.
- The Council will pay the annual subscription fee for the Clerk to become a member of the Society of Local Council Clerks.
- The Council will pay for the Clerk to take the 'Introduction to Local Council Administration (ILCA) course as soon as possible, and the 'Certificate in Local Council Administration' (CiLCA) course after she has been in post for a year. Overtime will be paid to carry out these studies.
- Ex Councillor Cook will continue to have access to the Council's IT systems for an extra month and be asked if he will provide IT assistance for the new Clerk.

Councillor Barnes agreed to carry on as Responsible Finance Officer for two or three more months to allow the new Clerk the time to receive training.

The temporary Locum Clerk told the meeting that he would no longer be working for the Council after preparing the meeting minutes on 15th June 2021. He was thanked for his services to the Council over a short period. The Vice Chairman agreed to monitor the Council email inboxes from 15th June onwards.

10. To agree the date of the next Parish Council meeting.

The next regular Parish Council meeting will be held on Monday 12th July. It is hoped that a special meeting will be held before that date to co-opt new Parish Councillors.

The meeting closed at 8.40 pm.

End of minutes.
