



**MINUTES OF LOCKERLEY PARISH COUNCIL EXTRA ORDINARY  
MEETING  
Held on Tuesday 5<sup>th</sup> October 2021 at 7.30 p.m in the Village  
Hall Annex**

**Present:** Parish Cllrs Sue Kent ( Chair), Tim Coomer (Vice Chair), Jane Waller,  
Peter Ashby, Maurice Hillier, Peter Funnell

**Clerk** Eveline Attwood

**Apologies:** Helen Woodfield

1 Member of the public was also in attendance.

**21/048 Declaration of interest (agenda items only):** None.

**21/049 Model Employment Contract**

Parish councillors adopted the HALC model employment contract. It was also agreed to discuss with possible candidates use of office equipment and mobile phone use at interview so the contract could be completed accordingly.

**21/050 Advert to advertise Parish Clerk & RFO**

Cllrs approved the advert circulated prior to the meeting. It was agreed to ask for both the ILCA and CilCA qualifications. It was agreed that the job would be advertised for 10 hours a week.

**21/051 Salary Range**

Cllrs approved a salary range of SCP28 £16.34 - SCP34 £19.11 depending on qualifications and experience.

**21/052 Recruitment Process**

Cllrs approved delegating the recruitment process to Cllrs Kent and Coomer. The interviews will be held face to face. It was agreed they will share details of the recommended candidate via e mail and ask the council for approval at the next meeting.

**21/053 Locum**

Cllr Kent reported she had spoken with HALC who may be able to supply a locum. Cllrs approved paying a locum until the position is filled.

There being no further business the chair closed the meeting to the public at 8.31pm.

*S Kent 22/9/21*