

**Minutes of Special Waddingham Parish Council Meeting**  
**On Monday 3<sup>rd</sup> April 2017 at 7.00pm in the Jubilee Hall**

**Present:**

Councillors: L Williams (Chair), R Coman, J Hill, C Metcalfe, G Thacker, A Watson, P Williams, A Yates and no Members of the Public.

**To consider the exclusion of the public and press in accordance with the Public Bodies (Admission of Meetings) Act 1960 S1(2) due to the confidential nature of the items to be discussed.**

This was unanimously agreed by members.

**To Appoint a Minute Taker for the meeting:**

Cllr Alison Watson volunteered to take the minutes. Proposed by Cllr L Williams, seconded by Cllr A Yates that Cllr A Watson is Acting Clerk until a new Clerk/RFO is appointed; unanimously agreed.

**Apologies for Absence:**

Cllr A White due to work commitments.

**To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interest should identify the agenda item and type of interest being declared.**

No members declared any interest.

**To receive the resignation of the Clerk/RFO:**

Unanimously accepted.

**To consider the plan for the recruitment and appointment of a new Clerk including the review of the process, job description and terms of the contract:**

All members had been circulated Recruitment Policy, Guidance on Appointing The Clerk to the Council by Cllr Metcalfe (28 March 2017).

Advert for the position of Clerk/RFO generated at the meeting with a closing date of 8th May 2017, to be placed in The Triangle; Waddingham Parish Council, West Lindsey District Council, Lincolnshire County Council, NALC, LALC websites and The Rasen Mail *Acting Clerk to Action*.

Job Description and Contract of Employment to be reviewed and amended by Cllr L Williams, Cllr C Metcalfe and Cllr A Watson, circulated to all members for approval via email once paperwork received from previous Clerk, unanimously agreed. Cllr L Williams, Cllr J Hill and Cllr A White volunteered to interview prospective candidates, unanimously agreed.

The meeting closed at 8.05pm.

