

LONG MELFORD PARISH COUNCIL

The Parish Offices, Cordell Road, Long Melford, Suffolk CO10 9EH
Tel: 01787 378084 Email: clerk@longmelford-pc.gov.uk



Full Parish Council EXTRAORDINARY MEETING MINUTES

Meeting called for: **7:00pm, Thursday 28TH July 2022**
Location: **The Old School Community Centre, The Green, Long Melford, Suffolk CO10 9DX**
Councillors present: **R. Delderfield, J. Ewbank, B. Joyce, L. Malvisi, J. Nunn, S. Powell L. Tipper, D. Watts, J. Watts**
Councillors absent: **R. Kemp, C. Michette, R. Michette**
Also attending: **D. Lovelock (Parish Clerk)**

The Chair opened the meeting at 7:00pm

22/07E-1 PROCEDURAL MATTERS

(a) Apologies for Absence

Apologies were received from Cllrs Kemp, C. Michette and R. Michette.

(b) Declarations of Interest & Requests for Dispensation

No declarations of interest or requests for dispensation were received.

(d) Public Participation

No members of the public spoke to participate in the meeting.

22/07E-2 BUSINESS TO BE TRANSACTED

(a) MOTION: Item Relating to a Closed Session

Resolved, that under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for Agenda item 22/07E-2 (b) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

(b) MOTION: Recruitment of New Clerk and Interim Arrangements

The Council noted that Parish Clerk has submitted to the Council Chair and the Chair of the Personnel Committee written notice of his retirement on 31st August 2022. The Council then received a briefing from Personnel Committee member Cllr Delderfield regarding the vacancy and proposals for filling it, following which it decided as follows.

Resolved, that the Council agrees to:

1. A locum cover budget capped at £3,250 pending making a permanent appointment to fill the vacancy.
2. A £500 cap on advertising the vacancy in the appropriate media.
3. The Parish Clerk's Job Description, attached as Appendix 1.
4. The Parish Clerk vacancy advert, attached as Appendix 2.
5. The Vacancy is to be advertised on the Council's websites and noticeboards, and with various bodies including SALC, EALC, NALC and BDC. Cllr Nunn agreed that he would also alert the Suffolk Free Press to the vacancy.

There being no further business the Chair closed the meeting at 8:15pm.

Signed: 
L. Malvisi
Chair, Long Melford Parish Council

DATE: 28/08/2022



CLERK TO LONG MELFORD PARISH COUNCIL

JOB DESCRIPTION

Responsible to	Chair of the Council
Responsible for	Cemetery Manager and Village Caretaker
Liase with	Responsible Finance Officer

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

Specific Responsibilities

1. In consultation with appropriate members, prepare and distribute agendas for meetings of the Council, selected sub-committees and working groups, and the Annual Parish Meeting. To attend such meetings and prepare minutes for approval.
2. To prepare reports for meetings providing all necessary information and advice to allow members to formulate policies and reach effective decisions.
3. To ensure that all decisions of the Council, its committees and working groups are carried out promptly and correctly.
4. Ensure all the Council's activities are carried out in accordance with legal requirements, and to ensure that the Council acts within the law at all times.
5. To manage and supervise staff.
6. To undertake annual appraisals of all staff for whom you are responsible, and in accordance with the relevant committee Chair and refer any disciplinary and grievance issues to the Chair of the Council.
7. To receive all correspondence on behalf of the Council and respond in accordance with the Council's policies and specific instructions.

8. To prepare, in consultation with the Chair, press releases about the activities or decisions of the Council.
9. To submit decisions of the Planning Committee to the Planning Authority within the time frame allowed.
10. To liaise on behalf of the Council with other agencies, organisations and individuals e.g., Local MP, Suffolk County Council, Babergh District Council, Suffolk Association of Local Councils etc.
11. To act as the Council's representative in discussions and negotiations with other bodies as required.
12. To receive parishioners in the office and phone calls and correspondence from parishioners and deal with any matters that arise from the same, including liaison with the Chair of the Council if appropriate.
13. To attend training courses, seminars and conferences that are deemed appropriate to the administration of the Council and its functions – to encourage Councillors to attend training courses.
14. To assist in seeking and completing grant applications.
15. Ensure that the Long Melford Parish Council website is kept up to date.
16. To establish familiarity with Long Melford Parish Council social media.
17. Maintenance of working groups' terms of reference documents.
18. If not already qualified, to work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council:
Suggested is membership of your professional body The Society of Local Council Clerks.
20. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.



Long Melford Parish Council

Due to the retirement of our Parish Clerk, we are looking for an enthusiastic and self-motivated person to undertake the role of Parish Clerk from 1st October 2022.

Salary: In accordance with experience and qualifications, up to the NJC salary rates ranging from SCP 29 (currently £17.40 per hour) to SCP32 (currently £18.90 per hour) in the LC2 scale.

Hours: 35 hours per week, some of which can be worked flexibly

Vacancy details:- Parish Clerk

To apply for the position, send your CV and a covering letter of application:

by email to clerk@longmelford-pc.gov.uk , or

by post to The Parish Clerk, The Parish Offices, Cordell Road, Long Melford, Suffolk CO10 9EH.

The Parish Council, which serves the village of Long Melford, has 13 members and has an annual precept of £145,000. The Clerk, as the proper officer of the Council, has overall responsibility for managing the operations of the Council and its facilities. The role requires a degree of flexibility and attendance is required at evening meetings, including the monthly Planning and Parish Council meetings held on the first Thursday of each month. Other duties include management of the Long Melford Cemetery (supported by a Cemetery Manager); preparation of agendas and supporting documents; implementing and monitoring of decisions made by the Parish Council, dealing with all financial and regulatory matters in accordance with current guidelines (supported by a Responsible Financial Officer); regular review of regulatory documents and risk assessments; advising Councillors on matters of legislation and practice; dealing with correspondence sent to the Parish Council and parishioners who visit or phone the Parish office; updating the Parish Council website.

The successful candidate will:

- Hold a CiLCA qualification or be willing to qualify before May 2023.
- Have proven experience in administration and a good understanding of local government.
- Be happy to meet the public on a regular basis and to listen to and resolve any issues they have.
- Have strong communication and IT skills including Microsoft Office and Zoom video conferencing.
- Be familiar with accounting practices in a supervisory role.
- Have a record of proven, effective staff management.

Full details are set out in the job description which can be found on Long Melford Parish Council's website at www.longmelford-pc.gov.uk/vacancies/ .

Applications close on Friday 19th August 2022. Interviews will be by arrangement.