

Wickwar Parish Council
Meeting of the Parish Council – Minutes

A meeting of the above Council was held on Wednesday 19th January 2022 at Wickwar Town Hall, High Street, Wickwar, commencing at 7pm.

Attended:

Councillor S Isaac (Chairman)

Councillor A Carroll

Councillor R Houghton

Clerk:

Mrs S Quick – newly appointed clerk

1.1b.22 To RECEIVE apologies for absence.

Councillor G Fielding

Councillor A Pennington

Ward Councillor and Councillor P Trull

2.1b.22 To NOTE and RECORD Declarations of Interests relevant to this meeting.

No declarations of interests were made

3.1b.22 To determine which items, if any, of the Agenda should be taken with the public excluded.

As no members of the public were in attendance, it was RESOLVED that the meeting did not need to go into private session.

4.1b.22 To APPOINT to the position of Clerk to Wickwar Parish Council (Proper Officer and Responsible Financial Officer) and AGREE salary point.

It was RESOLVED to appoint Mrs Sarah Quick to the position of Clerk to Wickwar Parish Council at NJC pay scale point 22.

5.1b.22 To CONSIDER and APPROVE the contract for the position of Clerk to Wickwar Parish Council

It was RESOLVED to approve the contract as previously circulated.

SQ to investigate if her current service for South Gloucestershire Council will count in terms of annual leave allowance. SQ will also consider whether to join the pension scheme.

6.1b.22 To CONSIDER and AGREE the arrangements for the handover between the outgoing Clerk and the new appointee.

A start date of 21st February 2022 for SQ was RESOLVED.

It was further RESOLVED that the March meeting of the parish council to be moved from the 2nd to the 9th of March.

7.1b.22 To APPOINT a locum Clerk for an agreed period if required (funding has been approved by Full Council at its meeting on 12th January 2022) and AGREE hours, terms and conditions and payment method.

It was RESOLVED to appoint a locum clerk for the interim period at a fixed rate of £15/hour. A suitable candidate has been identified. SI to contact and agree appointment and hours of work.

8.1b.22 To AGREE that the back-dated National Joint Council for Local Government Services (NJC) national salary award pay increase for 2021/22 be paid to the outgoing Clerk once it has been agreed.

It was RESOLVED to back date this payment to the outgoing clerk once the national pay award has been agreed.