

Minutes of the Meeting of Northrepps Parish Council held on 11 July 2024 at 18.00 at Northrepps Village Hall

Present:

Chairman Cllr. A. Mackay, Vice Chairman Cllr. L. Fish,
Cllr. V. Callaghan, Cllr. W. Hannant, Cllr. M. Millman,
Cllr. W. Risebrow,

Clerk Mrs J. Warner

Prior to the start of the meeting all present respected one minute silence for the former councillor Chris Gurney who recently passed away.

1. Apologies for absence

Apologies were accepted from Cllrs. Renaud & Smith.

2. Declarations of Interest & Dispensations in respect of Disclosable Pecuniary Interests

There were none.

3. Public Participation

There were no members of the public present.

4. Recruitment of Clerk & Responsible Finance Officer

4.1 Recruitment Panel

It was **AGREED** that Cllrs. Callaghan, Fish, Mackay, Millman and Smith will be on the recruitment panel.

4.2 Salary bandings and documentation

It was **AGREED** that the banding for the Clerk and RFO role be SCP18 (£15.21p.h.) to SCP23 (£16.67p.h.) depending on experience. The Clerk advised that the 2024/25 pay award has not yet been agreed by the unions so these rates will increase once the pay award is finalised. Members were in receipt of the draft Application form, Equality Statement, Job Description and Person Specification which were **APPROVED**. Members were in receipt of the model contract of employment and also the guidance sheets for shortlisting applicants. The Clerk will advertise the vacancy and the Recruitment Panel will progress the shortlisting, interviewing and appointment of the new clerk and RFO after the closing date for applications (26 July 2024). The Clerk advised that Northrepps Parish Council own a small laptop, printer and back up drive which will be passed to the new clerk. However new licences for antivirus and Microsoft 365 will be required as she had used her own PC and licences. It is now recommended that Parish Councils have their own laptops for the Clerk to use for all council work and that Clerks do not use their own computers. Thus, there may be a requirement to purchase a new laptop if the new Clerk needs to work with

a bigger screen than the current laptop. IT consultant Stuart Hutcheson will be asked to advise and assist with the transfer of data.

The Clerk also advised that the new Clerk may need training so this needs to be included in the budget.

It was noted that the Clerk intends to leave at the end of August.

5. Play Equipment & Rospa Inspection Report

Members were in receipt of the report from the recent Rospa inspection. The main concern is the low level of the surfacing under the equipment which has been identified as a low to medium risk. It was **AGREED** to instruct the Clerk to get quotations from TMA to top up the bark both with and without delivery charges.

Cllr. Risebrow will remove the protruding screws from the rotting wood. The palings will not be replaced as a decision re grant funding to refurbish the play area is awaited. It was agreed to not replace the gate as there is only one exit from the play area and it means that a child can leave the area more quickly in an emergency.

6. To receive items to be included on the next agenda and to consider any other business (for information only)

Brazier – It was noted that in order for the brazier to be made and delivered in time for 05 Nov, a decision needs to be made. The Clerk advised that no formal decision could be made as this matter is not on the agenda. However, members **AGREED** to accept the quotation of £450 which will be ratified at the next meeting.

The Clerk stressed that the new brazier must meet the terms or the council's insurance and will forward the relevant information to Cllr. Hannant to take to the supplier.

7. To note the date of the next meeting: 19:00 on Tuesday 06 August 2024

There being no further business, the Chairman closed the meeting at 18:25

Signed

Dated.....