ESKDALESIDE CUM UGGLEBARNBY
PARISH COUNCIL

Minutes of the proceedings of the Meeting of Eskdaleside cum Ugglebarnby Parish Council held on **Friday 13 September at 7.30pm in the Joyce Sargeant Room of Sleights Village Hall** pursuant to Summons

Present:

PRESENT: Councillor A Harrison in the Chair. Councillors R Corner, P Perry, D Tate, & S Willmington

Also present were: V J Pitts (Clerk)

There was no public session prior to the meeting

Due to the Chairman and Vice Chairman not being present, it was RESOLVED to appoint Cllr A Harrison to Chair the meeting.

Action by

1 TO RECEIVE APOLOGIES FOR ABSENCE & APPROVE REASON FOR ABSENCE IF REQUIRED

Cllrs L Jones, J Parkin, M Warner & A Watson

2 TO IDENTIFY ANY ITEMS FOR DISCUSSION THAT MAY REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC

a) None

3 DECLARATIONS OF INTEREST

i) Members to declare any personal, pecuniary or prejudicial interests they may have in the following items that are not already declared under the council's code of conduct or members' Register of Interests: None

Press & Public to leave the Meeting

4 RESIGNATION OF CLERK

To consider and decide on the following:

i) Receipt of letter of resignation of the Clerk/RFO: It was RESOLVED to reluctantly accept the letter of resignation previously circulated to Cllrs. Thanks was given to the Clerk for the work undertaken over the last 12 years.

ii) To consider and decide on next steps: Following discussion of appointment of a new Parish Clerk/RFO it was RESOLVED:

a) Advertise the role in the following order of preference: — VJP
   1. Advertise the role of Parish Clerk/RFO to Clerks within the immediate area
   2. Utilise YLCA Locum list and contact Clerks listed
   3. Advertise via YLCA on the periodic bulletin

b) Role to be based on 40 hours per month with a salary to be agreed on basis of experience/qualifications. Clerk to review current model job description and amend where necessary

c) Interview Panel to shortlist potential candidates to consist of Cllrs DT, AH & LJ, with the panel to meet and agree on set interview questions — DT/AH/LJ

d) During interregnum Cllr(s) to be appointed to individual roles of Parish Clerk and Responsible Financial Officer at the 7th October 2024 meeting — Cllrs

Clerk confirmed handover information to be provided. — VJP

Press and Public to rejoin the Meeting

5 DATE OF NEXT MEETING.

i) RESOLVED The parish council meetings will be as follows as per the meeting schedule agreed: — Clerk

DRAFT

Monday 7 October 2024 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 4 November 2024 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 2 December 2024 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 6 January 2025 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 3 February 2025 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 3 March 2025 6.30pm—6.30pm-7.00pm for the Annual Parish Meeting with speaker to be confirmed followed at 7.00pm for the ordinary Eskdaleside cum Ugglebarnby Parish Council Meeting— JS Room Sleights Village Hall—NO PUBLIC SESSION
Monday 7 April 2025 6.30pm—Joyce Sargeant Room, Sleights Village Hall
Monday 12 May 2025 6.30pm for the Annual Meeting of the Council, followed immediately by the ordinary Eskdaleside cum Ugglebarnby Parish Council Meeting, —Joyce Sargeant Room, Sleights Village Hall —NO PUBLIC SESSION

Clerk confirmed that the venue had been booked in advance for all meetings.

Meeting finished at 8.15pm

Chairman: ……. Dated: ……

DRAFT