

**MINUTES OF AN EXTRAORDINARY VIRTUAL MEETING OF KEDINGTON PARISH COUNCIL
TUESDAY, 06 APRIL 2021**

Present: Councillor Ann Naylor (Chair)
Councillor Stella Wilsher (Vice-Chair)
Councillor Tracy McAllister
Councillor James Stranger
Councillor Terry Wheeler

In attendance: Ms Marion Farrant – Parish Clerk

Also in attendance: No Parishioners present

Meeting held under Regulation 6 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) Regulations 2020.

ACTION

In accordance with **Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960**, the Parish Council is invited to RESOLVE that the press and public be excluded from the meeting during consideration of this agenda as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted. **RESOLVED**

1 Welcome and apologies

The Chairman welcomed all present. Apologies for absence were received from Councillor Barber (work) and Councillor Pateman (personal). Councillors unanimously agreed Councillor Barber and Councillor Pateman's apologies.

2 Discuss and agree procedures for interview of new Parish Clerk

Kedington Parish Council does not have a Human Resources Committee and Suffolk Association of Local Council's advice is there should be three people from the Parish Council to sit on the interview panel and if required an independent observer.

Five applications for the post have been received and it was agreed they would all be offered an interview. It was agreed that the interview date would be Sunday 11 April 2021 commencing at 10.00 a.m., with interviews at 45 minute intervals; the venue would be the main hall in Kedington Community Centre where social distancing guidelines could be followed.

Example interview questions were discussed and it was agreed that the Chair would finalise the list and email to the selected panel members who would ask three questions to each candidate.

The Chair reported she had downloaded a model Contract of Employment from the National Association of Councils website and all agreed this would be used as a template for the successful applicant. Salary, provision of pension, holiday and sick pay were all discussed. The Chair will compile the Contract of Employment.

3 Agree interview panel

The interview panel was agreed as the Chair, Councillor Naylor, Councillor McAllister and Councillor Wheeler. This was resolved under a resolution put forward by Councillor Stranger and seconded by the Chair.

The meeting closed at 8.15 p.m.

Signed Dated