



# EYNSHAM PARISH COUNCIL

Extra Finance & General Purposes Committee Meeting  
held at the Village Hall, 7.00pm  
on Tuesday 6 August 2024

## MINUTES

**Councillors Present** – Cllr Ross Macken (Committee Chair), Cllr Sue Brown, Cllr Andy Mosson and Cllr Ann Partlett.

Also in Attendance – Deputy Clerk to the Council.

There were no members of the public present.

**24/F49 To receive apologies for absence** – None

**24/F50 To receive Declarations of Interest in agenda items** – None.

**24/F51 Public Participation - to receive submissions from members of the public** – None.

**EXCLUSION OF THE PUBLIC AND PRESS:** At the conclusion of this part of the agenda, the Chair moved that, considering the confidential nature of the business to be discussed, the public, press and broadcast media be excluded for the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960.

### **24/F52 Human resources**

(a) Clerk: -

- i. To consider an updated Parish Clerk job description and job vacancy pack for publication and agree on actions – It was **RESOLVED** to accept the updated job description with increase to SCP now set at range 29 – 36.
- ii. To consider timetable for Parish Clerk vacancy and agree actions – Councillors reviewed the timetable presented and it was **RESOLVED** to proceed with the timetable put forward by Deputy Clerk and the interview panel will be Cllr Ross Macken and Cllr Sue Brown.
- iii. To consider areas of publication and agree actions – It was **RESOLVED** to accept the Deputy Clerk's recommendation to publicise with OALC (free, part of yearly membership) and SLCC (Gold package 3 weeks £309).

(b) Maintenance Operative: -

- i. To receive verbal report from Deputy Clerk/Cllr Ross Macken on using 'Recruitment Agency' to recruit Maintenance Operative and agree actions – It was **RESOLVED** to proceed with using 'The Recruitment Group' with fee of 17.5% of annual salary of role.

Meeting closed 7.25pm