

# Burwash Parish Council

## Minutes of the Council HR committee Meeting

Held on the 28<sup>th</sup> June 2019, at 10.00am in the Pavilion Burwash Common.

Please note meeting reports are available at: [www.burwashparish.org.uk](http://www.burwashparish.org.uk)

### Present

Chair Cllr McBride MBE, Cllr Moore,  
Cllr Franklin, Cllr Mann

Apologies for absence:

None

Disclosures of interest:

None

### Human Resources Matters:

It was agreed that the most pressing item for discussion was the resignation of the clerk (Jane Clarke) which had been accepted. Her one month notice period had commenced.

It was agreed subject to ratification by the full council, we would enlist the help of Surrey and Sussex association of Local Councils (SSALC) to recruit a new Clerk.

Cllr McBride would discuss with the clerk a programme of work to be completed before her departure and a list of those tasks will be given to the committee for comment/approval.

It was seen as essential that the finance committee meet ASAP and Cllr Moore agreed to arrange this. *(to be on either the 4<sup>th</sup> or 5<sup>th</sup> July).*

Cllr McBride agreed to investigate the possibility of obtaining the services of a locum clerk for meetings and to act as the Responsible Finance Officer (RFO).

It was agreed that the committee would review the job specification and the clerk's contract with some urgency. *(copies to be provided by Cllr McBride by email).*

There was a discussion on how work would be allocated to the Clerk in future.

The meeting ended at 11.00am

Minutes: Bob Franklin