

# WEST WRATTING PARISH COUNCIL

Jenny Richards, Clerk to West Wrattling Parish Council

2nd / July / 2024

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## MINUTES

Minute of the Extraordinary General Meeting held on **Tuesday 2nd July** in West Wrattling Village Hall at 7.30pm.

**In Attendance:** Chairman S Chandler, Cllrs. L Chandler, P O'Donovan, P. McKenna & E. Parsons

**Apologies:** Cllr. C Ryder

**Absent:**

**Also Present:** Parish Clerk J Richards

**Members of the Public:** 2 parishioners

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### **020724/1: Council Business**

1. The Chairman greeted those attending the meeting, the purpose of the meeting being to agree the contract set out for the new Parish Clerk, Cameron Biggs and to agree to accepting him as Parish Clerk and Responsible Financial Officer (RFO). The contract had been distributed to all the Councillors and a reference just received will also be distributed. A vote was taken and all were in agreement.
  
2. Following on from this, several topics were discussed:
  - a. Some policies referred to in the contract will need to be added to the list of those to be created in the coming year (e.g., health & safety, sickness policy).
  
  - b. The contract does not include a pension (salary level is too low for auto enrolment); however the Parish Council still needs to complete the Pension Regulator's Declaration of Compliance and could be fined if they do not.
  
  - c. The contract includes a 6 month probationary period that will span 3 Parish Council meetings.
  
  - d. The Parish Clerk will possibly go on a zoom Introductory course which would be of benefit to him as a new Clerk.

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3. If any Councillor had further queries concerning the Contract please ask the chairman.
  
4. The Meeting closed at 7.45pm.