

MINUTES of the Extra-ordinary meeting of Wing Parish Council held on Thursday 22nd June 2017 in the Village Hall

8/17 ATTENDANCE REGISTER:

Cllr's Spooner (chair) Clark, Dejardin & Newsham

9/17 APOLOGIES FOR ABSENCE; Cllr's Curley & Seviour. Accepted by members

10/17 DECLARATIONS OF PECUNIARY INTEREST: None

11/17 TO CONSIDER THE APPLICATION FOR A PARISH CLERK:

Members agreed to request the applicant attends for interview on Wednesday 28th June 9.30. a.m. in the Village Hall. The clerk telephoned the applicant during the meeting, he confirmed attendance.

12/17 TO CONSIDER PLACING AN ADVERTISEMENT IN THE LOCAL PAPER FOR THE POSITION OF A PARISH CLERK: Proposed by Cllr Clark, seconded by Cllr Dejardin, that if an appointment is not made for the position of clerk, then an advert b placed in the local paper up to a cost of £100 plus VAT. Unanimously agreed. The clerk will prepare a shorter version of the advert already published.

13/17 TO CONSIDER THE JOB DESCRIPTION FOR WING PARISH CLERK: Members agreed, that the current version of the job description was acceptable.

14/17 TO CONSIDER THE CLERK'S CONTRACT OF EMPLOYMENT: The clerk was requested to obtain an up to date model contract from SLCC or NALC.

15/17 TO CONSIDER ACTIONS IN THE EVENT NO CLERK IS IN PLACE AFTER THE 30TH JUNE:

A suggestion by Cllr Seviour:

My understanding of the rules is that we are not bound to employ the Parish Clerk but might also, as an alternative, either recruit someone on a self-employed 'Service Contract' whereby they undertake our work and are undertaking other such self-employed work, or we could contract with a service organisation, such as a Solicitor or Accountancy company for the provision of the required part-time services; accountancy, administration, minute keeping, etc., etc. In either of these two cases, as I understand it, since we would not be the employer, we would not need to provide a payroll nor a pension arrangement. The latter contractual arrangement would be less complicated and might not cost any more in overall terms than the total costs of direct employment and pension arrangements. Perhaps the Chair and other Councillors might like to consider these as possible options"

Legal advice was taken regarding a self-employed clerk resulting in the following advice: **“HMRC issued instructions 6 years ago that a Clerk CANNOT be self-employed. This is categorical”**

The use of a service organisation was considered and all agreed, that this was unrealistic, the cost alone would be prohibitive taking into account that the clerk is mostly on call at least five days a week logging emails, answering queries, taking telephone calls, collecting mail. distributing agendas. minutes, plans etc. Site meetings, liaison with the Parish Council Chairman and Rutland County Council personnel as well as general duties.

- 16/17 ANY OTHER URGENT BUSINESS: A reminder that setting aside monies to support Neighbourhood Plan expenses prior to obtaining funding be discussed at the next Parish Council meeting. A budget is required from the NPSG to support this and assurance that retrospective amounts can be reclaimed.

The Deed of Variation also to be discussed at the next meeting.

Meeting closed at 7.15 p.m.

Useful information:

http://www.slcc.co.uk/UserFiles/advice/418_Green%20Book%20Dec%2016.pdf

file:///C:/Users/clerk/Desktop/WING%20PARISH%20COUNCIL/CLERK/13_CONTRACTS%20OF%20EMPLOYMENT%20-%20202013.pdf