

Ditchling Parish Council

Minutes of the Extraordinary Council Meeting called by the Chairman held in the Parish Council Office on Friday, 28th August 2015 at 8pm

Present D. McBeth in the Chair, Dr. V. Ingham, Mrs C.M. Robinson, M. Madden and the Clerk, Mrs M. Holman.

Apologies P.M. Smith (away), A.T. Jones, J. Leaver,

116. Minutes of the Council Meeting held on 25th August having been circulated, were taken as read, agreed as a correct record and signed by the Chairman.

117 Appointment of new Clerk etc. The Interviewing Panel consisting of Don McBeth (Chairman), Trevor Leggo (Director of SSALC), Tom Jones, and Mark Madden interviewed nine possible applicants of whom three were asked to return the next day to present a paper. It was proposed to offer the position to Liz Gander the current Clerk to Wivelsfield Parish Council who would be available to take up the position from the end of September. This was agreed by the Council. The agreement being as follows

A 21 hour week, with a starting pay of £26,293. This is SSALC's suggested starting point on the Hays scale for someone working a 35 hour week as a clerk. This will be prorated down to £15775 for the 21 hour week. She will then be offered a pay rise to the next point on the Hays Scale, pending a satisfactory employment for six months. She has agreed to take the CILCA exams, and would hope to complete these in six to nine months. Upon becoming CILCA qualified she would progress another pay grade. These increments are proximity £1000 prorated down to approximately £600 each.

Under new legislation we will also need to supply any employee who wishes to opt-in, a pension. This will be 21% of their salary. So in this case, were it to be paid at the beginning of employment, it would be approximately £4975 pa prorated down to £2985 pa, which will need to be added to our next precept This was agreed.

It was noted that Mrs Gander would be offered the post the next day.

Chairman

29th September 2015