

Chesham Bois Parish Council

Minutes of the Extraordinary Council Meeting held at the Kings Church, Raans Road, Amersham at 8.00pm on Thursday 12th August 2021

PRESENT: Cllr D Conway Read (Chair), Cllr D Buckingham, Cllr J Harris, Cllr R Heath, Cllr A King, Cllr D King, Cllr S Staite & Cllr L Winrow.

IN ATTENDANCE: Mrs S Payne (Clerk).

66.1 Questions and Comments from the Public. None.

66.2 Apologies for Absence. Cllr J Bailey, Cllr C Baldwin & Cllr P Eckersall.

66.3 To Receive Declarations of Interest or Dispensations Relating to this Meeting. None received.

66.4 Finance.

The following payments were approved:

Payments	NET	VAT	Amount	Description
Buckinghamshire Council	£264.00	£0.00	£264.00	monthly instalment of 21/22 Office Rates
Buckinghamshire Council	£1,168.00	£0.00	£1,168.00	monthly instalment of 21/22 Burial Ground Rates
Buckinghamshire Council	£214.00	£0.00	£214.00	monthly instalment of outstanding 2018/20 Office Rates
Buckinghamshire Council	£1,542.00	£0.00	£1,542.00	monthly instalment of outstanding 2017/2020 BG Rates
BMKALC	£120.00	£0.00	£120.00	Demystifying Planning Training Cllr Eckersall/Cllr Harris
Buckland Landscapes	£969.62	£193.92	£1,163.54	July 21 Grounds Maintenance
DCK Payroll Solutions Ltd	£70.00	£14.00	£84.00	July & Aug 21 Payroll Administration + Leavers
Dovedale Design	£200.00	£0.00	£200.00	2021/22 Q1 & Q2 Website Maintenance
Cllr H Harris	£15.28	£0.00	£15.28	Mic Batteries/Parking & Mileage to training
Hawkes Design & Publishing	£230.00	£0.00	£230.00	6 x Bee signs
MacIntyre Trees Ltd	£1,912.50	£0.00	£1,912.50	Tree Safety Survey of Common/Woodland/BG
Mrs S Payne	£57.99	£0.00	£57.99	Stamps/Zoom Subs/cleaning supplies/Mileage & Parking to Mtg
Qwerty Ltd	£359.00	£71.80	£430.80	BG Advert in Outstanding Chilterns 2021/22
Ridgeway Woodlands	£220.00	£0.00	£220.00	Cut back overhanging trees/vegetation from Triangle
South Bucks Tree Surgeons Ltd	£450.00	£90.00	£540.00	Emergency Tree work North Road
Southern Electric	£524.70	£100.52	£625.22	June & July 21 Streetlight Electricity
Utility Warehouse	£39.71	£7.94	£47.65	July 21 Telephone/ Broadband
Payroll	£2,705.52	£0.00	£2,705.52	July 21 Payroll
		TOTAL	£11,540.50	

The payment to the pond maintenance contractor was not approved as Cllr Harris and Cllr Buckingham wished to discuss the level of maintenance work carried out at the recent visit prior to approval.

Action: Cllr Harris/Cllr Buckingham

66.5 Pursuant to 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was resolved that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting during the consideration of the following item of business.

The Clerk left the room

Recruitment of a Parish Clerk/RFO

a) **To consider the impact of the resignation of the Clerk and consider possible short-term mitigations.**

It was agreed that the clerk would handover passwords, access to emails and files and divert calls to Cllr Conway Read.

Cllr Staite would take on the issuing relating to planning.

Cllr Heath and Cllr King would research the possibility of outsourcing the finance element of the post.

Cllr Conway Read would request that the Sexton extend her current duties to the issuing of invoices for burials.

- b) **to review the current job description and remuneration package:** the draft job description and remuneration package were approved.
- c) **to consider the draft recruitment pack and agree an advertising strategy:** The draft recruitment pack was approved, and **it was resolved that up to £1000 be spent on recruitment.**
- d) **To appoint an interview panel. It was resolved that a Recruitment Working Group be convened and have delegated authority to organise the recruitment process, short list and interview candidates and make a recommendation to Council. It was resolved that Cllr Conway Read, Cllr Heath, Cllr Winrow, Cllr Staite and Cllr D King would be members of the working group.**
- e) **To agree the timeline for recruitment.** It was agreed that the deadline for application would be 18th September 2021 and that interviews would take place the week commencing 20th September 2021

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