

**MINUTES OF THE EXTRAORDINARY MEETING OF GROBY PARISH COUNCIL
HELD AT THE PARISH COUNCIL OFFICE, LEICESTER ROAD, GROBY
ON 19th MARCH 2025 COMMENCING AT 7.00PM**

Councillors Present: Cllr C Lincoln (Chair) Cllr G Baker Cllr P Batty Cllr S Beck Cllr N Clarke
Cllr L Emmerson Cllr K Griffiths Cllr S Jones Cllr N Jones Cllr C Mullins
Cllr G Richardson Cllr L Trivett Cllr C York

Also Present: Parish Clerk

COU/227/24-25 Chairman's Welcome

The Chairman welcomed all to the meeting.

COU/228/24-25 Apologies for Absence

Apologies were received from Cllr L Collins. It was **RESOLVED** to accept these apologies. Cllr D Hyde and Cllr T Hollick were absent.

COU/229/24-25 Declarations of Interest and Requests for Dispensations

There were none.

COU/230/24-25 RESOLVED to move into Closed Session to exclude members of the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential and sensitive nature of the business to be discussed in relation to consideration of staffing matters.

COU/231/24-25 Staffing Matters

i. To receive the Deputy Clerk's Resignation

Members verbally received the resignation letter from the Deputy Clerk.

It was **RESOLVED** to write to the Deputy Clerk to accept her resignation and to thank her for her years of service to Groby Parish Council.

Cllr Richardson leaves the meeting at 7.40pm

ii. To confirm the recruitment process for the Deputy Clerk – agree pay scale; job description; person specification; recruitment timetable and to appoint members to a Recruitment Panel

A draft job advert, job description and person specification were circulated to members. Amendments to the job advert and job description were considered and it was **AGREED** to remove a closing date / interview date from the advert and to include "To act as Proper Officer and deputise for the Clerk/RFO in their absence" under duties and responsibilities.

Further to these amendments, it was **RESOLVED** to approve the job advert, job description, person specification and to set the pay scale range between spinal points 14 – 18 on the National Joint Council (NJC) scale (dependent on experience).

It was **RESOLVED** for Cllrs Trivett, Batty, Baker, N Jones and the Clerk to form the Recruitment Panel and to delegate authority to the Recruitment Panel to amend the advert and re-advertise the vacancy should the need arise.

iii. To consider costs associated with advertising the job vacancy

Members considered the advertising of the job vacancy.

It was **RESOLVED** to delegate authority to the Clerk to advertise the Deputy Clerk vacancy within her £500 level of expenditure and to explore advertising through LRALC/NALC/SLCC/Indeed/HBBC/Job Centre/Local Government Association/ Council's website and any other sites as appropriate.

Temporary locum Deputy Clerk / Administrative Assistant cover was discussed and **AGREED** for the Clerk to make enquiries in relation to this for consideration at the next meeting.

COU/232/24-25 To confirm the date and time of next meeting

The date of the next meeting is scheduled for Monday 7th April 2025 at 7 pm.

The meeting closed at 8.40 pm

Signed:.....

Date:.....