

Aylesham Parish Council
Finance, Audit & Personnel Committee

Monday 5th October 2020, at 19.00pm
Meeting held via Zoom due to COVID-19

SUBJECT TO CONFIRMATION AT THE MEETING

1. Those Present

S. Bott (Committee Chair), Cllrs I. Thomas, B. Oliver, V. Thomas, M. Townsend. Parish Clerk K. Razzell.

2. Apologies

J. Pout (work commitments), K. Sutcliffe & L. Prescott absent (Clerk to check L. Prescott is a member).

3. Declarations of Interest

None.

4. Public Representation

None

5. Minutes of Last Meeting & Matters Arising

5.1 It was proposed by I. Thomas and seconded by B. Oliver and RESOLVED, that the minutes of the meeting held on 2nd July 2020, having been circulated, be approved and signed as a true record. All in favour. Motion carried.

Matters Arising

5.2 AOB update on raising the amount from £500 whereby you have to obtain three quotations. Clerk noted that she is due to meet the Independent Internal Auditor and will obtain an update and clarification this.

6. Q2 Accounts (July – September) 2020/2021

Withdrawn, next Committee meeting agenda item.

7. Assistant Clerk Maternity Cover Fixed Term Position

7.1 Job Description

Resolved: Councillors approve the Job Description that was circulated by the Clerk prior to the meeting.

Proposed by I. Thomas, seconded V. Thomas. All in favour, motion carried.

7.2 Advertising of Position, Applications, Start Date

Resolved: Clerk to advertise via Kent Association of Local Councils, Aylesham Parish Council Website and Dover District Council. Applicants to apply by sending a CV and covering letter by email to the Clerk, the deadline for applications is Friday 23rd October 2020. Successful candidate to hopefully start on 4th November (unless they have a notice period).

Proposed by B. Oliver, seconded V. Thomas. All in favour, motion carried.

7.3 Salary

Resolved: National Joint Council for Local Government Services Pay Scales 2020/2021 Salary Scales LC1 (5-6) £10.04 - £10.24 to LC1 (7-12) £10.44 - £10.65 (maximum scale range 8).

Proposed by I. Thomas, seconded B. Oliver. All in favour, motion carried.

7.4 Interviews

Resolved: Applications to be shortlisted by Monday 26th October. Interviews to take place on Wednesday 28th October in the evening. Clerk, S. Bott, J. Pout, I. Thomas and B. Oliver all wish to take part, panel will be three councillors (who is available from those who expressed interest).

Proposed by I. Thomas, seconded B. Oliver. All in favour, motion carried.

8. Date of Next Meeting & Items for Next Agenda

8.1 Monday 2nd November 2020 at 19.00pm

8.2. Q2 Accounts (July – September), Budget 2021/2022

10. AOB

None

End of Meeting

19.47pm