



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting Special Full Council
Date Wednesday 6th May 2009
Time 6.00pm
Venue Coxhoe Village Hall

Minutes of the proceedings of a Special Full Council meeting held at 6.00pm in Coxhoe Village Hall, Coxhoe, Wednesday 6th May 2009.

Present: - **Chairman**, Cllr. P. Dodsworth, also

Cllrs: - S. Dunn, K Pounder, D. Smith, J Taylor, B Hepplewhite, C. Wigham;

Clerk Mrs. M. Robinson

09.63 Apologies: - Cllr R. Mayo, C. Thirlaway, T. Rowe, G. Shotton.

09.64 Members Declaration of Interests:- D Smith for Sanderson Street

Exempt Information

09.65 Parish Clerk Vacancy

a. Job Description – The current Job Description, Person Specification, and Roles and Responsibilities were reviewed.

Resolved that

- i. The above documents remain unchanged.
- ii. The Council provide a work mobile phone and broadband dongle for incoming clerk.

b. Contract – was reviewed and minor amendments made to represent the change in hours required to undertake the role.

c. Salary & Hours - It was recognised that the post was evolving along side the Council's changing workload.

Resolved

- i. To increase the Clerks hours at advert to be between 60 – 75 hours monthly, dependent upon requirements of the post and reviewed as required.
- ii. That the Salary Scale be LC1 15:21 per hour plus expenses, starting point dependent upon experience.

d. Advertisement – Drafted. Following discussion, members considered that it would be beneficial for the vacancy to be widely advertised, given the current formation of the Durham Unitary Authority and possible number of people looking for alternative posts.

Resolved – To place adverts in the Northern Echo, Durham Times, Advertiser Series (cost £1212), Sector 1 (cost £80), Job Centres, DCC intranet, local Post Offices (including Bowburn) and Parish notice boards. Closing Date 28th May.

e. Short Listing – Resolved to hold a short listing meeting at 4.30pm 29th May with interviews on 2nd June commencing 7pm – all meetings in the village hall. Appointment subject to references, with a start date as soon as possible.

f. Handover Period – Resolved that the outgoing Clerk and appointee agrees a handover period and ongoing support as required.

09.66 Sanderson Street – No further progress to report.

Exempt Information concluded

09.67 Finance

a. Budget Update The Clerk presented a budget update detailing income and expenditure to date and included the projected cost for advertising the clerks vacancy, dependent upon publications to be used. Resolved to accept the updated accounts.


b. The Draft Final Accounts 2008-09 were presented and it was proposed Cllr Dunn, Seconded Cllr Pounder that the accounts be accepted and sent to the auditor. All agreed.

09.68 Accounts for Payment

Creditor	Reason	Amount	Cheque no
Zurich Municipal	Annual Insurance	£816.18	309
N King	Back pay award & Account preparation	£276.56	308
Valuation Office Agency	Land valuation	701.50	306
Durham CAB	Outreach Service	650.00	301
HMRC	PAYE / NI Quarterly return	212.20	305
DCC	Quarrington Hill Annual Way Leaves	50.00	307

Meeting closed at 19.20 hrs

Signed as a true record of the meeting on 12th May 2009



Cllr. P. Dodsworth Chairman



Mrs. M. Robinson Clerk

Cllr. S. Dunn Vice Chairman