**Minutes of the Extraordinary Meeting of Gurnard Parish Council, 7pm, 2nd February 2023. Held at Gurnard Village Hall**

The meeting commenced at 7:00pm

In attendance: Cllrs. Marie Bugden, Christine Bustin, Mark Franklin, Paul Fuller (Chairman), Alan Jacobs, Terry Nolan, Jan Williams

1. **Apologies**: Recorded from Cllrs. Penny Acton and Nikki Fortune- Wood.
2. **Members declaration of pecuniary and none pecuniary interests**: None
3. **Exclusion of the Press and Public**: Agreed.
4. **Vacancy for Clerk and RFO.**

Cllr Williams reported that two applicants had been interviewed for the clerking and RFO position. It was noted that both applicants were considered to be good, although it was considered that training and mentoring would be required. This was due to neither applicant having local Government experience. Therefore, it was agreed it would be necessary for the successful applicant to have both a training plan, initial mentoring support and a crib sheet to outline roles.

**It was resolved that:**

1. To support proposals of the HR Working Group that core hours were altered to include Monday’s 10-12pm, Wednesday’s 10-12pm and Friday’s 10-12pm
2. An offer of a three month probationary contract would be offered to Millie Welsh, subject to necessary checks and documents (these to include up to date DBS checks, satisfactory written references, qualification certifications and relevant identity documents).
3. The Chairman would notify Mille Welsh of her appointment verbally, which would be followed up by confirmation email.
4. Should Millie Welsh decline her appointment, Richard Shaul would be approached to fill the vacancy, subject to necessary checks and documents.
5. A follow-up HR Working Group meeting would discuss and agree the probationary contract with the new clerk with training and agreed terms for mentoring support.

The meeting concluded at 8:19pm