

# TIBBERTON PARISH COUNCIL

## NOTICE OF EXTRAORDINARY MEETING

An Extraordinary Meeting of Tibberton Parish Council will be held on Wednesday 21<sup>st</sup> December 2022 starting at 7.30pm at Tibberton Parish Hall

The meeting is open to members of the public who are welcome to address the council at agenda item 5 (public forum). Comments and questions may be put to the Parish Council with regard to this agenda or for future consideration. Individual speaking time may be restricted at the discretion of the chairman. No further representations may be made at any other time in this meeting unless invited.

### Summons

Tibberton Parish Councillors are hereby summoned to attend this Extraordinary Meeting of the Council at Tibberton Parish Hall for the purpose of transacting the business detailed below.

Signed: *M Rowley*

Date: 16<sup>th</sup> December 2022

pp Cllr Margaret Rowley  
Chairman, Tibberton Parish Council

### AGENDA

1. **Chairman's welcome.**
2. **To receive and note apologies for absence.**
3. **Declarations of Interest**  
**Members are reminded that to ensure transparency and retain public confidence in the council's decisions** they are required to –
  - a) Keep their Register of Interests form up to date
  - b) Declare any Disclosable Pecuniary Interests (DPI), any Other Registrable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda and the nature of those interests.
4. **To Consider Written Requests** from councillors who have declared in interest at item 3 for the council to grant a dispensation to allow them to stay in the meeting / and speak / and vote. Written requests for grant of dispensation are to be delivered to the Clerk in advance of the meeting.
5. **Public Forum** Opportunity for members of the public to speak on matters relating to the agenda or raise items for consideration at future meetings.
6. **To resolve to appoint an acting clerk / support officer on a temporary basis until the appointment of a permanent clerk.**

## Background

During the interim period whilst arrangements are made to recruit a new clerk, administration support for Tibberton Parish Council has been arranged through WorcsCALC.

This support is provided by two CiLCA-qualified and experienced clerks, Ruth Mullett and Gill Lungley who, for purposes such as council support, are both self-employed. Tibberton PC is therefore asked to consider making a clear statement of their intention to contract at the rate of £25 per hour as follows:

1. Ruth to prepare for, attend and 'clerk' the meeting to be held on 6/12/2022 to include attendance at preparation meeting 01/12/2022 3pm – 5.30pm and attendance at council meeting on 06/12/2022 from 7.30pm plus travel time and expenses.
2. Gill to help prepare for the meeting to be held on 6/12/2022 by attending the preparation meeting 01/12/2022 3pm – 5.30pm.
3. Gill to support Tibberton Parish Council thereafter until the appointment of a new clerk, working with the council and to include:
  - a) Administration of and attendance at, all council meetings including committee meetings.
  - b) Support to the Staffing Committee to include assessment of the clerk's job, the appropriate number of hours to be worked and salary scale.
  - c) Review of the council's internal controls.
  - d) As far as possible, appropriate management of the council's policies, procedures, and documents to support the council and ensure a comprehensive handover to the new clerk.

All support is provided in accordance with appropriate legislation relating to GDPR.

A contract for the provision of support services is to be agreed with the council – separate document.