



Parish Clerk: Angela Wilson
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 timsburyparish.gov.uk/parish-council

Minutes of an Extraordinary meeting of Parish Council Meeting Monday 27th July 2026

Ref.	Item and Minute	Action
	Present: In the Chair Cllr K C Bradley, Cllr Mark Foster (Vice Chairman), Cllr Mary-Anne Ansell, Cllr Paul Carroll, Cllr Deborah Griffin, Cllr Jayne Langley, Cllr Josie Pownall, Cllr Richard Thomas.	
6082	1. Welcome and Apologies Apologies were received from Cllrs Sharon Maslyn, Helen Shakespeare, Sean Stephenson-McGall and Shaun Stephenson-McGall. Apologies not received Cllr Dan Hilton The Chairman welcomed members to the meeting.	
6083	2. Declarations of Interest None	
6084	3. Exclusion of the Press and Public In accordance with the Public Bodies (admission to meetings) Act 1960 <i>it was unanimously resolved, that by reason of the confidential nature of the remainder of the business, namely, staffing committee report on recruitment and employee issues, to receive the results of a staff appraisal, that the Press and Public be excluded from the meeting.</i>	
6085	4. Report from Staffing Committee regarding recruitment A meeting of the Staffing Committee was held on 16 th July 2026 to receive an update on the recruitment of a new Parish Clerk and Responsible Financial Officer (RFO). The way ahead and transition arrangements were discussed. a) It was recommended that the current post be split into two separate posts of Parish Clerk at 24 hrs per week and a RFO at 6 hours per week, which equates to the number of hours currently for the existing combined post Remuneration is to be in line with local government pay scales for each post, with the starting pay points to be determined based on experience as evidenced in the interview process. The wording in both job descriptions to also include 'and other duties commensurate with the post'. <i>This was agreed unanimously.</i> b) A discussion took place concerning the proposed re-employment of the current Clerk as RFO to safeguard financial processes. To ensure continuity of service a contract would have to be in place prior to her leaving. <i>It was agreed unanimously that a contract of employment be offered for the RFO post, with a start date of 2nd November 2026, to the current Clerk before she leaves at the end of August.</i>	

	c). <i>it was agreed unanimously to advertise for the Parish Clerk position</i> with a closing date for applications to be 9am on 17th August 2026. Any previous applicants would be informed of the splitting of the previous role and asked if they wished to be considered for the Parish Clerk only role. d). The Parish Clerk advised that there would be a need for additional office equipment to support both roles and Cllr Foster agreed to investigate what was required and costs.	MF
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There being no further business the Chairman closed the meeting at 8.31pm

Approved and signed as a correct record of the meeting:

Chairman: _____

Date: _____



IN COLLABORATION WITH: SLCC, NALC, OVW, COUNTY ASSOCIATIONS