

**FINAL MINUTES OF THE EXTRAORDINARY MEETING OF PENNARD
COMMUNITY COUNCIL HELD ON 26thth Apr 2021 VIA ZOOM AT 7.04 PM**

Present: Cllr Susan Rodaway (Chair) SR©, Cllr Ralph Cook RC, Cllr Lynda James LJ, Cllr Jean Marnell JM, Cllr Jeff Rogers JR, Cllr Sally Rogers SR, Cllr Malcolm Sims MS, Cllr Arthur Rogers AR, Cllr Angela M Brunt, Clerk,

Under the Public Bodies (Admission to Meetings) Act 1960 (S.1 (7) filming and recording of meetings by the press and the public is not permitted.

Apologies for Absence: Cllr Wes Weeks, Cllr Emma Roberts, Cllr Darran Hickery, Cllr Keith Atkins, Cllr Rachel Carter,

Declaration of Interest: None

All votes will be named votes

Questions from the Public relating to items on this agenda (limited to 10 minutes)

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Proposed by SR© seconded by AR agreed by all with 1 against RC

- 1. 2021/66 To accept Employee's notice to retire**
Noted, it was agreed that the Clerk should write to the employee to acknowledge their email and to thank them for all their hard work for the council and the community over the years.
- 2. 2021/67 To agree to advertise vacant position**
Proposed by AR seconded by LJ agreed by all
- 3. 2021/68 To agree to set up an employment working party**
Proposed by AMB seconded by LJ agreed by all
The employment working party would consist of
Cllrs Sims, James, J Rogers and Rodaway.
- 4. 2021/69 To agree to delegate recruitment process to employment working party**
Proposed by SR seconded by JM agreed by all
- 5. 2021/70 To agree timetable for recruitment process**
This was discussed and the following agreed subject to necessary changes by the employment working party:

Initial meeting of employment working party Wed 28th April at 2.00pm
Advert to be published on Thurs 29th April
Deadline for applications Tues 12th May at 5.00pm

Shortlisting Meeting 14th May 7.00pm

Interviews 24th and 25th May

Appointment to be agreed at Extraordinary Meeting of Full Council on the 26th May 7.00 pm

Proposed by JR seconded by MS agreed by all

6. 2021/71 To discuss new job description

A draft job description was presented to the meeting and briefly discussed; this would be finalised and agreed by the employment working group.

Meeting closed at 7.30pm