

**Acton Burnell, Frodesley, Pitchford, Ruckley & Langley  
Parish Council**

## Minutes

of a Staff Recruitment Committee Extraordinary Meeting  
6 pm Tuesday 13 September 2022  
At Pitchford Village Hall

*(This meeting was originally called for 6 September 2022 but, as the meeting was not quorate,  
it was re-scheduled)*

Present: Cllr. Paul Harrison (Chairman), Cllr. Gareth Ball, Carmen Cullis.

### **22.8.1. Chairman's Welcome**

The Chairman welcomed all to the meeting.

### **22.8.2. Apologies for Absence**

There were no apologies as all Members were present.

### **22.8.3. Disclosure of Pecuniary Interest, Bias, and Pre-determination**

In accordance with Section 29 of the Localism Act 2011 Members were informed they are personally responsible for deciding whether they should disclose an interest at this meeting. Members were also reminded they should not make decisions with a closed mind and must declare a bias and not vote on matters where their decision could be pre-determined.

None declared.

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### **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted it will be PROPOSED, SECONDED and RESOLVED that the public and press should not be present

### **22.8.4. Appointment of Locum Clerk/RFO**

Members considered for approval the appointment of Sharon Clayton as Locum Clerk/RFO following an interview carried out on 11 July 2022. It was PROPOSED, SECONDED and AGREED that, following the receipt of two positive references, Sharon Clayton should be appointed as Locum Clerk/RFO for 6 hours per week to cover the absence of the Clerk whilst on maternity leave for a period of 6 months.

### **22.8.5. Remuneration**

Members considered for approval the remuneration for the Locum Clerk/RFO. It was PROPOSED, SECONDED and AGREED that remuneration for the Locum Clerk/RFO should be SCP26 for 6 hours per week in accordance with NALC's 2021/2022 salary scales as agreed by the National Joint Council for Local Government Services (NJC), plus a working from home allowance of £18 per month and mileage allowance of 45p per mile.

The Chairman closed the meeting at 18:15.

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_