

Parish Councillors are summoned to an
EXTRA-ORDINARY MEETING OF THE PARISH COUNCIL

DAY/DATE: WEDNESDAY, 18 MARCH 2020

TIME: 6.30 PM

To be followed by the Finance Committee meeting.

**VENUE: SHAVINGTON VILLAGE HALL,
MAIN ROAD, SHAVINGTON, CW2 5DP**

Enquiries to: Clerk: Carol Jones

Issue date: 10 March 2020
Re-issued: 11 March 2020

C M Jones

To: Members of the Parish Council
Councillors V Adams, L Buchanan, N Cooper, B Gibbs (Chairman), K Gibbs,
J Hassall, M Ferguson, R Hancock, G McIntyre and R Moore

Note: Members of the public are asked to print their own copy of the agenda from the website. Members of the public without access to the Internet are asked to contact the Clerk by no later than noon on the day of the meeting to ensure that spare copies of the agenda are available at the meeting.

A G E N D A

1 APOLOGIES

2 DECLARATION OF INTERESTS

Members to declare any (a) disclosable pecuniary interest; (b) personal interest; or (c) prejudicial interest which they have in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests and prejudicial interests, to leave the meeting prior to the discussion of that item.

Members are referred to the Code of Conduct for guidance (issued with the agenda papers for Annual Council on 8 May 2019 and adopted at that meeting).

Whilst the Clerk can advise on the Code of Conduct and its interpretation, the decision to declare, or not, is the responsibility of the Parish Councillor, based on the circumstances.

3 APPOINTMENTS COMMITTEE for POST OF COMMUNITY MANAGER

At the Parish Council meeting held on 5 February 2020, an Appointments Committee was set up, comprising Councillors B Gibbs, L Buchanan, R Moore and G McIntyre. Extract from the Minutes of that meeting, as follows:

- *Applicants to be invited to apply by the closing date of 9 March 2020.*
- *Interviews be held on Thursday, 19 March and Friday, 20 March 2020.*
- *An Appointments Committee be set up comprising Councillors B Gibbs, L Buchanan, R Moore and G McIntyre.*
- *The Appointments Committee to be given delegated authority to short-list applications, conduct interviews and appoint to the post.*

For various reasons, the majority of those Members now find themselves either unavailable to interview applicants or are *conflicted-out* by virtue of their relationship with some of the applicants. Despite the potential conflict, all Committee Members have been involved in the short-listing process which resulted in 12 applications being reduced to five candidates.

The Council is asked to –

- (a) Appoint a new Committee of five Members, all of whom can confirm that they will be available on the interview date (the quorum is three);
- (b) Authorise the Committee to re-start the short-listing process;
- (c) Agree a date for finalising the short-list;
- (d) Agree a date for interviewing candidates;
- (e) Notify all applicants that the interviews will be held on (date to be agreed as this is likely to be different from the dates publicised).

OR

- (f) Appoint alternative Members to the Committee already set up, retaining the short-list already agreed by the Committee, taking into account the potential conflict of two of the Members involved in the short-listing;
OR
Consider re-starting the short-listing process to enable all the newly-appointed Members to review all applications;
- (g) Agree a timeline for finalising the short-listing;
- (h) Agree a date for interviewing candidates (suggest 26 March 2020).

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