Coychurch Higher Community Council

Minutes of the extraordinary meeting

held Monday 15th January 2024

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| Present: |  |  |
| Chairman: | - | - |
| Vice Chairman: | Catherine Reape | CR |
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|  |
| Councillors | Tracy Boxall | TB |
|  | John Holmes | JH |
|  | Vicky Evans | VE |
|  |  |  |
|  |  |  |
|  |  |  |
| Interim Clerk/RFO | Karyl Carter | KC |
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|  |  |  |

Time: 1800

ACTION

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| 1 |  | Apologies: Received and accepted from JP. BC AW confirmed non-attendance due to Clerk appointment meeting only. (NOTE: BC RW did try, unsuccessfully, to access the meeting via Zoom). Apologies offered by KC |  |
| 2 |  | Chair: CR took the Chair. |  |
| 3 |  | To consider the appointment of Clerk and to agree draft contract, salary and start date:  Members present had read and agreed that the applicants CV was eminently suitable with the right skillset needed for the role.  Members went through the draft contract and agreed it could now be finalised by the Clerk. It was agreed the hours would be 6 for new clerk and 4 for interim Clerk/RFO, with a review after a 4-month probationary period. It was agreed that the Clerk’s mentor would be CC Cath Reape.  VE left at this point. | CR  KC |
| 4 |  | Applicant Interview: the applicant attended promptly at 1845 and left after a very good Q and A session with members. The applicant had agreed to attend formal ILCA/CILCA training. |  |
| 5 |  | Appointment of Clerk: Following the interview, and after discussion, Members agreed to offer the applicant the role of Clerk to CHCC. The applicant will start on the agreed date of 5th February, but the Interim Clerk will cover the February monthly meeting.  The meeting was closed at 1933 |  |
|  |  | Signed: |  |
|  |  | Dated: |  |