

**MINUTES OF AN EXTRA-ORDINARY MEETING OF ODIHAM PARISH COUNCIL
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
THURSDAY 21 OCTOBER 2019 COMMENCING AT 8.00 PM**

Present: Cllrs A McFarlane (Chair), K Ball, J Coffey, W MacPhee, J Raw, C Seabrook and D Stewart

The meeting was preceded by an opportunity for Councillors to meet informally with the proposed new Parish Clerk – Andrea Mann.

1. TO PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE NATURE OF THE BUSINESS TO BE TRANSACTED.

A resolution was passed in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press due to the following confidential business concerning staff.

2. ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs R Coleman, M Killick and P Verdon

3. DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

There were no declarations of interest relating to any item on the agenda.

4. TO CONSIDER A PROPOSAL FROM THE STAFFING COMMITTEE TO APPOINT THEIR SELECTED CANDIDATE TO THE ROLE OF ODIHAM PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER ON THE TERMS AND CONDITIONS CIRCULATED.

The Chair outlined the experience of the selected candidate and reviewed their performance at interview. She reported that the candidate had responded appropriately and confidently to questions on her past performance and that her references received, regarding her past Clerking roles, had been very positive.

The terms and conditions of her previously circulated contract were agreed, including (after discussion):

- A spot salary as advertised
- A six-month probationary period with regular monthly meetings with the Chair
- Membership of the LGPS
- 25 days holiday plus statutory holidays (recognising her prior Local Government service), with the expectation that 2 days of this would be taken between Christmas and New Year.

The councillors present voted unanimously to **APPROVE** the appointment of Andrea Mann as Parish Clerk and Responsible Financial Officer for Odiham Parish Council on the Terms and Conditions above and as previously circulated.

5. LGPS SCHEME UPDATE

The Chair took the opportunity to update Council following her recent attendance at the Hampshire LGPS briefings. She confirmed that for the coming year

- No deficit payment would be required
- The likely Employer contribution would be in the order of 20%

In March 2019 OPC had 2 active members, 2 deferred members and 1 active pensioner. At the present time the scheme is fully funded, but membership does need to be kept under review as the costs are significant. It was generally agreed that the benefit of membership was not only to the individual but to the Council in being able to attract an experienced Clerk.

For the future OPC would be grouped with the other 60 Town and Parish Councils in the scheme, however unexpected large 'one off' payments would still be covered by the main Fund. This is important as the risks to employer members in the smaller pool are higher in these circumstances.

OPC had made an individual commitment to the scheme by admitting their new Clerk to the scheme.

There being no further business the meeting closed at 8.36 pm.

Signed..... **Date**.....