**Extraordinary Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Thursday 30th October 2014 at 7.00pm.**

**MINUTES**

Present: Cllrs Nodder (Chair), Holman, Griffiths and Skeffington

The meeting was quorate

**ITEM**

145. To receive apologies for absence

Cllr Rawle

146. To receive any declarations of personal, or personal and prejudicial interest in respect of items on the agenda for this meeting

None

147. With reference to the position of Parish Clerk

1. To agree division of Clerk duties

Suggested splitting role into 2. Responsible Financial Officer for 15 hours per month and Administrative Clerk for 25 hours per month

Proposed: Cllr Holman Seconded: Cllr Skeffington All agreed

1. To agree advertising and interview procedure

Cllrs Nodder, Holman and Skeffington to make up interview panel with standard set of agreed questions and point scoring system as agreed for previous panel. CVs anonymised. Leaflet drop and posters in Watchfield, on website and Shrivenham website, as news item to Swindon Advertiser, ORCC and OALC site

Proposed: Cllr Griffiths Seconded: Cllr Skeffington All agreed

1. To agree renewal of Microsoft Office 365 for Clerk’s laptop

£119.99 including VAT for 5 devices.

Proposed: Cllr Holman Seconded: Cllr Griffiths All agreed

1. To agree other issues relating to Clerk’s position

Suggested Tracy Winskill employed on contractual basis if required until Clerk in place

Proposed: Cllr Nodder Seconded: Cllr Holman All agreed

Meeting closed 7.40pm

Sally Mckendrick,

Clerk to Watchfield Parish Council

18/11/2014