

**GREYSOUTHEN PARISH COUNCIL
MINUTES OF MEETING OF THE PARISH COUNCIL IN
THE VILLAGE HALL ON MONDAY 21st OCTOBER 2024
AT 7.15 PM**

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Present: Jennifer West, Helen Davies, Dawn Watson,
Joan Postlethwaite, Vanessa Roberts, Ewan Roberts,
Andy Proctor

Part 2

126/24 PLAYING FIELD

Jennifer West explained following the resignation of John Howcroft the person who had agreed to carry out the repairs was no longer interested in carrying out the work. However an quotation had been received from Keith Laydon to carry out repairs to the gate and rehangng and replacing wood on climbing frame and disposal of old materials £350.00.

It was proposed by Joan Postlethwaite, seconded by Dawn Watson and unanimously agreed to accept the quotation. The Clerk to contact Keith Laydon.

Clerk

Inspections – it was agreed TN Maintenance continue with the monthly inspections but that an annual inspection be carried out by Continental Sports Ltd, Huddersfield. The inspection to take place in January 2025 following the installation of the new play equipment. In future inspections to be carried out, if possible, at the same time as the inspections for Paddle School (October of each year)

127/24 RESIGNATION OF CLERK

The current Clerk is contracted for 20 hours per month. It was agreed this was not realistic for the amount of work involved. It was proposed by Andy Procter, seconded by Dawn Watson and unanimously agreed to increase the hours to 22 per month.

It was agreed to place the following advert on the CALC website:

Clerk

Greysouthen Parish Council have a vacancy for a part time Parish Clerk/Responsible Financial Officer. The role will involve working from home except for monthly evening meetings (the Council do not meet in August or December). The working hours are on average 22 hours per month. Salary is in line with NJC national salary agreement and is dependent on experience and qualifications.

The Clerk is responsible for managing the Council's administration including preparing agendas and minutes, implementing decisions, complying with legislation, submitting updates for website, updating noticeboards. As Responsible Financial Officer the role includes preparation of

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annual budget and precept submission, preparing annual accounts for audit.

The role would suit an experienced Clerk.

Further details are available from Jennifer West on 07824114642 or jenniferwest64@icloud.com

The closing date for applications is 18th November 2024

The following interview panel was agreed

Jennifer West

Dawn Watson

Andy Procter

A date to be set for interview following the closing date of 18th November.

Meeting ended 8.35 pm

Signed as a true and correct record.....

Date.....