

# Malvern Wells Parish Council

## Minutes of full Council Meeting held on Monday 9<sup>th</sup> January 2023 at 7:30pm at Malvern Wells Village Hall Committee Room

### Present

Cllrs. C O'Donnell (Chair), B Knibb, A Pitt, D Preece, P Stanier, C Gates, G Turrell, J Black, R Price

### In Attendance

Mrs S Hart (Clerk),

**Public participation** – Councillor John Gallagher gave a report. See Annex A

#### 1. Apologies

a) There were apologies received for Cllr M Birks

#### 2. Declarations of Interest

a) **Register of Interests:** there were none.

b) **Disclosable Pecuniary Interests:** there were none.

c) **To declare any Other Disclosable Interests in items on the agenda and their nature:** there were none.

d) **Written requests for the council to grant a dispensation:** there were none.

#### 3. Exclusion of public and press

a) The council **resolved** to exclude the public and press.

#### 4. Clerk/RFO (Proper Officer) replacement

a) It was **resolved** to appoint the Burial Ground Manager (Michelle Alexander) as Clerk/RFO to include responsibility for cemetery management without going through a recruitment process.

b) It was **noted** that the staffing committee would need to meet to agree the terms and conditions for an employment contract for Michelle Alexander, for approval by the full council.

c) It was **agreed** that the council would need to appoint a locum clerk to cover the period from when the existing clerk (Sarah Hart) leaves and the new clerk (Michelle Alexander) can sign an employment contract, with some handover time built in.

d) It was **agreed** that the locum clerk role would be contracted for 15 hrs per week for two to three months, to start during the week commencing 9<sup>th</sup> January 2023.

e) It was **agreed** to offer the locum clerk role to the SLCC candidate, but if they were unable to accept, to offer the role to the LGRC candidate.

**There being no further business the meeting closed at 8:52pm.**

Date.....

Signed.....