

**OXTED PARISH COUNCIL**  
**STAFFING COMMITTEE**

**Minutes of the Meeting held on Thursday 18<sup>th</sup> July 2012 at 8.45am in  
Interview Room 2, Tandridge District Council Offices, Station Road East, Oxted**

Present: Councillors: Mrs B Harling (BH)  
Mrs L Parker (LP) - Chairman  
Mrs D Wallace (DWa)  
Mr R Wingate (RW)

In attendance: Mr D Johnson (DJ) - Locum Parish Clerk

Item		Action
1	<b><u>Apologies for absence</u></b> None.	
2	<b><u>Declarations of Disclosable Pecuniary Interest</u></b> No declarations of interest were made.	
3	<b><u>Minutes</u></b> The Minutes of the Staffing Committee meeting held on 28 <sup>th</sup> June 2012 were approved.	
1	<p><b><u>Part II of the meeting was confidential and closed to members of the public and press.</u></b></p> <p><b><u>To consider the recommendation of the Recruitment Panel and to ratify the appointment of the Permanent Parish Clerk</u></b></p> <p>The Locum Clerk explained that Mr D Weightman had sought clarification from the Chairman and himself over whether the Staffing Committee had the formal power to ratify the appointment of the Clerk. With advice from Anne Bott (SCAPTC), the Locum Clerk said that while the Terms of Reference for the Staffing Committee were slightly contradictory, the Committee has full delegated powers to deal with all recruitment issues except financial matters which are referred to F&amp;GP Committee. Mr D Weightman was prepared to be persuaded, so long as the views of other members was sought. The Locum Clerk will do this later today.</p> <p>Mrs L Parker said that the Recruitment Panel saw 5 good candidates, although one of them subsequently withdrew their application. While a number of candidates came close, Maureen Gibbins was their choice for the post of permanent Parish Clerk. She is also the Clerk for Caterham Valley Parish Council and is happy working from home as she has her own office separate from her house. She has been offered the post, subject to references and ratification by today's meeting.</p> <p>The Staffing Committee ratified her appointment s Permanent Clerk. Mrs L Parker will contact Anne Bott to confirm the appointment, starting salary and likely start date.</p> <p>Once this is established, the Locum Clerk will seek to agree the handover tasks and</p>	<p style="text-align: center;">DJ</p> <p style="text-align: center;">LP</p>

	<p>the final date for his role. It is likely to be completed in September.</p> <p>The Committee discussed possible future options for the archiving of files and a Parish Council office being established. It was agreed that discussion on this be considered at the Informal Parish Council meeting on 14<sup>th</sup> September 2012.</p>	<p><b>DJ</b></p> <p><b>DJ</b></p>
	<p>The next meeting will be on Tuesday 4<sup>th</sup> December 2012 at 8.45am at TDC offices, Oxted.</p> <p>There being no further business to discuss, the Chairman closed the meeting at 9.10am.</p>	