



## Minutes of the Extraordinary meeting held Thursday 8<sup>th</sup> August 2024

**Present Councillors:** C. Walker (Chair), H. Bell, D. Brown, V. Burford, R. Butler, C. McCartan, T. Murphy, D. Oxley and A. Winsborough (9 councillors present).

**Apologies were received from Councillors:** C. Alsop, B. Clark, J. Richardson, N. Ronksley and M. Wordsworth

**Officers:** Thomas Collingham

**There were no members of the public in attendance**

**The meeting started at 6.30pm**

### 9771. To receive and consider reasons for absence

**Resolved:-** That the council approved the reasons for absence from C. Alsop, R. Butler, D. Brown, J. Richardson and N. Ronksley

**Voting:-** 9 councillors present. All councillors voted in favour.

### 9772. To receive declarations of personal and pecuniary interest<sup>i</sup> for members and officers

No declarations of interests were received.

### 9773. To receive written requests for dispensations for disclosable pecuniary interests (if any)

No written requests for dispensation were received.

### 9774. To grant any requests for dispensation as appropriate

There are no requests for dispensation to grant.

### 9775. To identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature to be discussed. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))

Items 7, 8, 9 and 10 were proposed to be held in confidential session due to the discussion of employment matters for the council.

**Resolved:-** That for Items 7-10, the press and public will be excluded from the meeting due the confidential nature of the items to be discussed.

**Voting:-** 9 councillors present. All councillors voted in favour.

### 9776. Public Participation Session

There were no members of public present.



# Thurcroft Parish Council

Gordon Bennett Memorial Hall, Green Arbour Road, Thurcroft, Rotherham, S66 9DD

e: [clerk@thurcroftparishcouncil.gov.uk](mailto:clerk@thurcroftparishcouncil.gov.uk)

w: [thurcroftparishcouncil.gov.uk](http://thurcroftparishcouncil.gov.uk)

**9777. CONFIDENTIAL SESSION - To note the letter of resignation from the Assistant Clerk**

The Clerk shared the resignation of the Assistant Clerk with the council.

**Resolved:-** The Council noted the resignation.

**9778. CONFIDENTIAL SESSION - To receive and discuss the current job description for the role of Assistant Clerk and consider any amendments to the role in regards to the job description and person specification**

The Council hired an Assistant Clerk in December 2023 to manage the increasing workload, driven by legislative changes and overdue document retention. This hire followed recommendations from a prior Internal Audit report.

Over the past year, the Council has implemented a framework to ensure legal compliance and effective operations, particularly in facilities management.

The addition of the Assistant Clerk has clarified the Council's future staffing needs. It is now necessary to review and adjust the roles and structure to ensure appropriate support.

The current staffing structure has eased the Clerk's workload across various areas, but further adjustments are recommended.

| Current Operation   | Proposed Changes   |
|---|--|
| <ul style="list-style-type: none"><li>Clerk – 32 hours (Permanent)</li><li>Assistant Clerk – 20 hours (Temporary) – currently doing 4 hours overtime per week</li></ul> | <ul style="list-style-type: none"><li>Clerk – 32 hours (Permanent)</li><li>Deputy Clerk – 16 hours</li><li>Administrative Assistant – 16 hours</li></ul> |

The proposed changes include creating a permanent Admin Assistant role to handle hall and cemetery bookings, along with related paperwork. This 16-hour position, now feasible due to the established framework, would be suitable for a less experienced individual with flexible hours to optimise bookings.

Additionally, a Deputy Clerk is needed to assist with governance, project and facilities management, and to provide holiday coverage, ensuring continuity and access to necessary information.



## Thurcroft Parish Council

Gordon Bennett Memorial Hall, Green Arbour  
Road, Thurcroft, Rotherham, S66 9DD

e: [clerk@thurcroftparishcouncil.gov.uk](mailto:clerk@thurcroftparishcouncil.gov.uk)

w: [thurcroftparishcouncil.gov.uk](http://thurcroftparishcouncil.gov.uk)

The Clerk advised the Council of the current cost of employment, and the cost saving that could be made through a change of contracts and operation to also enable more employee coverage as a council.

**Resolved:-** That the role of Assistant Clerk be split into two roles for;

- 1) Administrative Assistant; 16 hours per week on £11.62-£12.21 per hour dependant on experience (pay award pending); Permanent; LGPS; Negotiable Hours; Gordon Bennett based.
- 2) Deputy Clerk; 16 hours per week on £12.63-£13.73 per hour dependant on experience (pay award pending); Permanent; LGPS; Negotiable Hours; Gordon Bennett based.

**Voting:-** 9 councillors present. All councillors voted in favour.

### 9779. **CONFIDENTIAL SESSION** – To discuss and consider the job advertisement and the publication requirements

The Clerk advises to publicise the positions through the usual recruitment channels

- Rotherham Council jobsite - £137.40
- Yorkshire LCA - £20
- Facebook/Website – Free

**Resolved:-** That the council approve the costs of recruiting through Rotherham Council jobsite and YLCA

**Voting:-** 9 councillors present. All councillors voted in favour.

### 9780. **CONFIDENTIAL SESSION** – To discuss and consider the shortlisting panel and the proposed date for shortlisting

The Clerk advised that the Recruitment Policy states that this should be;

*“A shortlisting and interview panel will consist of the Clerk, the Chair of the Council, Vice Chair of the Council, and 2 other Councillors – to be approved at a Council meeting. Substitutes can be made if those listed above are unavailable or if other Councillors possess the relevant skills.”*

It was noted by councillors that previously when the council hired it was intimidating for candidates for the role. The Clerk advised a simpler structure of

- Chair OR V-Chair
- Clerk
- One other councillor with another to substitute



---

## Thurcroft Parish Council

Gordon Bennett Memorial Hall, Green Arbour  
Road, Thurcroft, Rotherham, S66 9DD

e: [clerk@thurcroftparishcouncil.gov.uk](mailto:clerk@thurcroftparishcouncil.gov.uk)

w: [thurcroftparishcouncil.gov.uk](http://thurcroftparishcouncil.gov.uk)

---

If the council wish to keep the adverts as no end date, the Shortlisting panel should be consulted when several applications have been received to proceed to shortlisting (based on Clerk vetting applications for relevant experience) and interviews.

Cllr C McCartan put herself forward to be on the panel with Cllr D Oxley as a substitute.

**Resolved:-** To approve the shortlisting and interview panel in the new leaner structure with nominated other councillors (Cllr C McCartan and Cllr D Oxley) and that delegated powers be given to make a decision to shortlist and interview when enough candidates apply.

**Voting:-** 9 councillors present. All councillors voted in favour.

**9781. To confirm the date and time of the next ordinary meeting of the council on Thursday 26<sup>th</sup> September 2024 at 6.30pm in the Council Chamber of the Gordon Bennett Memorial Hall**

The Chair confirmed the date and time of the next meeting and brought the meeting to a close.

**The meeting closed at 7.15pm.**