

# MELMERBY PARISH COUNCIL

Minutes of the Extraordinary Meeting of Melmerby Parish Council held on Friday 26<sup>th</sup> May 2023, at Melmerby Village Hall.

**Present:** Cllr Chris Jones, Cllr David Bardsley, Cllr Dougie Bell and Claire Rankin, Interim Parish Clerk.

There were no members of the public present.

2023/050 **Apologies for absence – RESOLVED** that apologies were received from Cllr Gary Fletcher and Cllr Bill Burford.

2023/051 **Declarations of Interest – RESOLVED** there were no declarations of interest.

2023/052 **Exclusion of Press and Public (Public bodies Admission to Meetings Act 1960) - RESOLVED** that there were no items on the agenda that required this exclusion.

2023/053 **Public Participation - RESOLVED** that there were no items raised under public participation.

2023/054 **External Auditor – RESOLVED** that Chris Dent be approved to carry out the external audit of the Parish Council accounts for 2022/23. Cllr David Bardsley proposed the approval which was seconded by Cllr Dougie Bell and all those present were in favour.

2023/055 **Recruitment Working Party – RESOLVED** that the findings of the recruitment working party be accepted. This included a job description, application form and job advert notice. These documents were based on standard templates obtained from CALC.

2023/056 **Recruitment Committee – RESOLVED** that a committee comprising of all 5 councillors of the Parish Council be formed as a recruitment and selection committee. The quorum for the committee will be a minimum of 3 councillors. This action was proposed by Cllr David Bardsley and seconded by Cllr Dougie Bell.

2023/057 **Recruitment Timescale - RESOLVED** that the timescale for recruitment outlined below was agreed:

Job advert to be displayed by 26<sup>th</sup> June 2023

Application deadline 11<sup>th</sup> July 2023

Shortlisting meeting 12<sup>th</sup> July 2023

Interview date 17<sup>th</sup> July 2023

Extraordinary General Meeting to approve appointment 21<sup>st</sup> July 2023

2023/058 **Newsletter - RESOLVED** that the draft newsletter be approved for circulation.

2023/059 **Date of the next Parish Council Meeting, 12<sup>th</sup> July 2023, 7.30 p.m. at Melmerby Village Hall.**