

LAPWORTH PARISH COUNCIL

Minutes of the Ordinary Meeting of 25th March 2024 held at 7:30pm in Lapworth Village Hall

Present: Cllr Henderson (Chairman), Cllr Chatwin, Cllr Manley, Cllr Rees and the Clerk (H du Bois)

Others present: None

Public: None

1. To receive and approve apologies for absence submitted to the Clerk

Cllrs Beaver, Cole and Hall sent apologies which were accepted.

2. Declarations of Interest

None.

3. Dispensations

None.

4. To resolve to exclude the Public and Press from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2), due to the confidential nature of the business to be discussed in relation to items 5-8.

This was **resolved**.

5. To receive an update from the Recruitment Panel and consider their recommendations

Cllr Henderson gave an update. It was agreed to accept the recommendation of the Recruitment Panel to appoint Mr Richard Lucas to the position of Clerk/RFO, with a starting date of 8th April 2024.

6. To approve the main Terms and Conditions of Employment for the incoming Clerk/RFO

These were approved.

ACTION: the Clerk to finalise the Letter of Engagement and Employment Contract.

7. To approve a budget for training and support for the incoming Clerk/RFO

It was agreed to approve a budget of £1100.00 for the Clerk's training (including ILCA and CiLCA qualifications), SLCC annual membership and the purchase of the latest edition of Arnold-Baker on Local Council Administration when the Clerk begins their ILCA training, see Appendix A

ACTION: the Clerk to update the Budget records.

8. To approve the employment of a locum Clerk/RFO to support the Council and the incoming Clerk/RFO for a period of time.

It was **resolved** to approve the hire of Helen du Bois as a Locum Clerk for up to 6 hours to complete the Council's year end tasks and prepare for the meeting on 8th April 2024, and to provide up to 5 hours of face-to-face support for the incoming Clerk.

The meeting closed at 8:20pm.

Signed:

Cllr Henderson (Chairman)

Date:

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APPENDIX A

RECOMMENDED TRAINING COURSES FOR NEW CLERK

1.	WALC training: Agendas & Minutes (23 rd April 10am – 12pm)	Online, taught	£35.00 per session	APRIL 2024
2.	Nimble e-learning courses £16.00 per session: <ul style="list-style-type: none"> • Introduction to Local Councils • Introduction to Planning • Standards in Public Life • Understanding Precepts • Data Protection essentials 	Online, self-led	£16.00 per session	MAY/JUNE/JULY 2024
3.	ILCA - Introduction to Local Council Administration	Online, self-led	£144 - one year access	AUG 2024
4.	CiLCA – Certificate of Local Council Administration (10 months training, max 12 months to qualify)	Online, taught	Training: £390 + vat Examination: £450 + vat	JULY 2025 - DEC 2026
		Training total	£1099 + vat	
<p>Plus</p> <ul style="list-style-type: none"> • SLCC membership: ~ £148 pa • Arnold-Baker on Local Council Administration 13th Edition (yellow book) £137.00 – essential for CiLCA. 				