

MINUTE NUMBER	Minutes of the Extra-Ordinary Meeting of Nocton Parish Council held via Zoom, on Tuesday, 2 March 2021 at 7:00 pm	ACTION
	PRESENT: Cllr Elisabeth Murray (Chair), Cllr Michael Clarke (Vice Chair), Cllr Neil Faulkner, Cllr Philip Johnston-Davis, Cllr George McDonnell, Cllr Hayley Wilson. Also present: R Keillar (Clerk), DCllr N Byatt. 5 members of the Public	
	CHAIRMAN'S REMARKS None.	
	<u>PUBLIC QUESTION TIME</u> None received.	
616	<u>APOLOGIES AND REASON FOR ABSENCE</u> Apologies were received from Cllr M Duff (apologies not accepted) DCllr Laura Pearson. Cllr N. Faulkner was not present and no apologies had been received by the Clerk prior to the meeting.	
617	<u>DECLARATIONS OF INTEREST ON ANY ITEM ON THE AGENDA</u> None received.	
618	<u>HUB MANAGEMENT GROUP</u> a) To consider appointments. i. Cllr E Murray reported that 3 persons had expressed an interest in becoming part of the Hub Management Group (HMG). ii. A request for a Chair for the HMG was made and as no Cllrs offered to take this role Cllr E Murray volunteered. It was proposed by Cllr G McDonnell, seconded by Cllr M Clarke and it was RESOLVED that Cllr E Murray be appointed Chair of the HMG. iii. It was proposed by Cllr M Clarke, seconded by Cllr H Wilson and it was RESOLVED that the following 3 persons be appointed onto the HMG Sam Haley, Geraldine Gunner, Sue Christie. b) To consider any action required. i. It was agreed that 12 April 2021 would be the anticipated re-opening date, following latest Government advice regarding the pandemic. ii. It was noted that the Nocton Social Club t/a Ripon Arms would expect to re-open for outside clients on 17 May 2021. iii. Bookers fitting the category of those able to carry on business/groups was discussed and it was noted that one booker would be compliant to re-open. Cllrs were asked to contribute their opinions regarding this and all agreed that this was desirable. iv. Cllr E Murray agreed to advise the HMG and to contact the bookers to inform them of the proposed re-opening date and arrangements. v. It was agreed that the Manager Post, to be discussed in the next agenda item, be timed to commence a week prior to the re-opening of the building. vi. It was noted that the above agreed dates and arrangements would be amended in line with any further Government advice. vii. P.s.(It was noted that following the meeting the Govt advice had been updated as were incorrect at time of the meeting).	
619	<u>NOCTON PARISH COUNCIL – DATES OF FUTURE MEETING</u> It was noted that the next meeting of the Parish Council will be held on 13 April 2021, via Zoom 7pm.	
	<u>PUBLIC QUESTION SESSION</u> None.	

620	<p><u>TO RESOLVE WHETHER TO EXCLUDE THE PUBLIC AND PRESS FOR CONSIDERATION OF THE FOLLOWING CONFIDENTIAL MATTERS.</u></p> <p>It was proposed by Cllr G McDonnell, seconded by Cllr H Wilson and it was RESOLVED to exclude the public and press for consideration of the following confidential matters.</p> <p><i>The public and press left the meeting at this stage. (19:43)</i></p>	
621	<p><u>STAFFING MATTERS</u></p> <p>a) Staffing Matters for the Parish Council.</p> <ol style="list-style-type: none"> It was agreed to accept the Job Description for Clerk/RFO role, previously circulated. It was agreed to accept the Person Specification for Clerk/RFO role It was agreed to accept the advert for Clerk/RFO role, amended to state that the role holder would be responsible for up to 5 persons and with a closing date of 16 March 2021. Cllr M Clarke suggested that the advert might be amended to remove the requirement of involvement in an Audit and it was noted that the AGAR is required every year as a matter of law. It was agreed that interview dates be left open at this stage. It was noted that if no candidates were considered suitable for the role, that LALC would be contacted to request if any 'pool' clerks might be available on a temporary basis. <p>b) Staffing Matters for Nocton Hub.</p> <ol style="list-style-type: none"> It was agreed that the post of Hub Manager be advertised as a permanent post, with commencement one week prior to the re-opening of the building (proposed start date 5 April). It was agreed that the post of Hub Cleaning Operative be advertised as a permanent post, with commencement at the time of the re-opening of the building (proposed start date 12 April). It was agreed that a second post of Hub Cleaning Operative be considered in due course, depending on demand and any changes in circumstances. It was agreed to accept the Job Description for the Hub Manager and Cleaning Operative (circulated previously by Cllr E Murray). It was agreed to accept the Person Specifications for the Hub Manager and Cleaning Operative (circulated previously by Cllr E Murray). It was agreed to accept the Job Description for the Hub Manager, amended to include reference to Responsibility for Stock Control of Materials, ideally knowledge of COSHH and the handling of cleaning Products. (circulated previously by Cllr E Murray). It was agreed to accept the Job Description for Cleaning Operative, amended to include reference to the handling of cleaning products. (circulated previously by Cllr E Murray). It was noted that the above agreed dates and arrangements would be amended in line with any further Government advice. 	
	There being no further business the Chair closed the meeting at 20:04	

Signed.....E. MURRAY. Date.....9 March 2021