

**Cheveley Parish Council**  
Cheveley Parish Hall, 102 High Street, Cheveley, CB8 9DG.  
Tel: 07483 107014  
Email: [clerk@cheveley-pc.gov.uk](mailto:clerk@cheveley-pc.gov.uk)  
Website: [www.cheveley-pc.gov.uk](http://www.cheveley-pc.gov.uk)

**Chairman: Mrs Sallie Thomas. Vice-Chair: Mr James Hadlow. Clerk: Mrs Marilyn Strand.**

**MINUTES**

Cheveley Parish Council Extra-Ordinary Full Council Meeting on  
**Tuesday 23<sup>rd</sup> August 2022 at 7.30pm**  
held at Cheveley Parish Hall, 102 High Street.

**Present:** Jane Gibson, James Hadlow, Sheila Marvin, Brent Noble, Philip Nutt, Sallie Thomas (Chairman) and Sue Willows. Clerk: Marilyn Strand.

There were no members of the public present.  
The meeting was opened at 7:30pm.

**56/22/23 Apologies and approvals of absence**  
Cllr Robert Treanor (work commitments).

**57/22/23 Declarations of Pecuniary and Non-Pecuniary Interests**  
None.

**58/22/23 Open Forum for Public Participation (10 mins)**  
None.

**59/22/23 Recruitment of Clerk & RFO**

- (a) Designation of current Clerk as Responsible Financial Officer (RFO) until handover to new Clerk (LGA 1972, s. 151) – it was AGREED that the Clerk will continue as RFO until a new Clerk has been appointed.
- (b) Interviews week commencing 12<sup>th</sup> September – the PC had received one application and it was proposed by Cllr Hadlow that the applicant be interviewed on Friday 26<sup>th</sup> August to expedite the employment of a new Clerk. The proposal was AGREED by the majority of Councillors. It was also agreed that this interview would be conducted by Cllrs Hadlow and Nutt and that, if suitable, the candidate would be invited for an informal interview with all available Councillors on Friday 9<sup>th</sup> September.
  - 1. To appoint Cllr Nutt as staffing lead in place of Cllr Hadlow who will be away – Councillors voted 5 in favour, 1 against with 1 abstention – CARRIED.
  - 2. To appoint Cllrs Hadlow, Nutt and Thomas delegated powers to review applications and select applicants for interview – AGREED.
- (c) To consider appointment of SLCC Locum Clerk from 1<sup>st</sup> November (if necessary) – cost, £25-£40 per hour. It was AGREED to use this service should it become necessary after the end of October when the current Clerk completes handover of the role.
- (d) To approve advertising expenditure - £290.00 +VAT for online only advert & Facebook Campaign (Iliffe Media) – PAID under delegated powers – NOTED.
- (e) CONFIDENTIAL - to consider applications received – one application had been received and was NOTED. The applicant will be invited for interview as agreed in item 59/22/23 (a) above. Cllrs Hadlow and Nutt will circulate notes from the interview ahead of the informal meeting with Councillors on 9<sup>th</sup> September. A formal decision on whether to employ the applicant will then be made at the September meeting. Councillors were invited to put forward suitable questions for the interview.

The meeting was closed at 7:55pm.