

## ROGIET COMMUNITY COUNCIL

### Notes of Meeting held at on 27-Apr-2022 at Rogiet Sports Pavilion

**Present:** Councillors R Stallard (Chair), S McVicker-Orringe (Vice Chair), P Ellwood, H Bennett (Note Taker) and J Dyderski on Zoom

**1. Apologies:** Councillors J Fowler, A Wilson, and J Stallard

**2. Declaration of Interests:** None

**3. Press and Public Excluded:** None present

#### **4. Clerk's Financial Report:**

The Clerk's Report was presented at the last OM on 13/04/2022 and council resolved to accept it. The end-of-year Financial Report was not accepted at that meeting because (a) it was submitted very late and (b) Cllr A Wilson was not present at the meeting.

*Subsequently, Cllr A Wilson raised several queries on the end-of-year Financial Report and those queries have not yet been answered.*

#### **5. Payment of Invoices:**

To agree payment of following invoices:

A Alpine Land Surveyors Ltd - £1170 inc. VAT

B Janet Fowler - £16.99

C Earmark funds for payment to Indeed for ongoing recruitment - £100

Noted that Cllr J Fowler's receipt was for £14.00, not £16.99.

Also noted that Cllr J Dyderski pointed out that Item 5a. £11.97 be included.

*Post-meeting note: it is now unclear what this £11.97 refers to, despite enquiries.*

Earmarked funds: It was agreed that £100 was insufficient and should be increased to £150 to cover cost of Clerk Post advertisements, for example.

***Resolved:*** to approve the above payments as amended (A: £1170 inc. VAT, B: £14:00, and C: £150 earmarked).

#### **6. Update on recruitment of temporary and permanent clerk positions:**

##### **Temporary Clerk:**

The Chairman, Cllr R Stallard has been in discussions and met with Adrian Isaacs, who is a clerk of another CC and agreed to take him on from Monday 25 April 2022 as a temporary clerk to assist Cath Baker until her notice period had ended. Handing over of the RCC mobile phone to Adrian had been done and the passing over of the RCC laptop to him was planned.

It was agreed that he would work 13 hours per week (and Cath 5 hours per week) to cover the 18 hours per week that we require. It was agreed that we would pay him at the top rate plus 45p per mile.

[REDACTED – section containing discussion on pay scales and pensions]

**Applications for position of Clerk/RFO:**

15 applications have been received for the Clerk's position so far. Cllrs R Stallard, A Wilson and P Ellwood have been through them and highlighted 6 possible candidates who are based between Newport and Chepstow.

We looked at the shortlisted candidates' CV's and agreed to invite 4 to attend. Names can be provided if required.

**Interview Date and Format:**

It was agreed the date and format of the interviews.

Preliminary interviews will take place between 6.00 and 10.00 pm (slots at 6.00, 7.00, 8.00 and 9.00) on 3 May 2022.

It was also agreed that the interview panel will be made up from, Councillors R Stallard (Chair), A Wilson, P Ellwood, J Fowler and J Dyderski. The interviews will be via Zoom.

Cllr Ellwood will ring the 4 candidates on 28 April 2022 to invite them for interview and also set up Zoom procedures for the interviews and will obtain a list of suitable questions for Candidates from OVW which can be amended to suit as necessary, but it was noted that all candidates to be asked the same questions.

*As it was her last meeting, Cllr H Bennett said her thanks and goodbyes to council. The other councillors present thanked her and wished her a happy retirement.*

The meeting ended at 8.30pm.

Notes compiled by Cllr Hazel Bennet and Cllr Phil Ellwood

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