

# HALLING PARISH COUNCIL

The Community Centre, High Street, Lower Halling, Rochester, Kent. ME2 1BS

Acting Clerk / Proper Officer Mr N Fursdon

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## MINUTES OF EXTRAORDINARY HALLING PARISH COUNCIL MEETING

Monday December 16<sup>th</sup> 2019 in the Jubilee Hall, Upper Halling starting at 7.30pm

### 273/19 Present

Cllr G Wenham (Chairman)

Cllr G Chalker

Cllr T Dolby (Vice – Chairman)

Cllr Mrs S Chamberlain

Mr N Fursdon (Acting Clerk/Proper Officer)

0 members of the public.

**275/19 Apologies for absence** – Cllr R Thorne, Cllr C Buckwell, Cllr D Marshall

**276/19 Disclosure of any Pecuniary and / or Prejudicial interests.** – None declared.

### 277/19 To approve the Minutes of the Parish Council Extra Ordinary Meeting held on June 25<sup>th</sup> 2019

The Parish Cllrs present studied the missing Minutes.

Cllr Dolby proposed that the Minutes were approved, Cllr Chalker seconded the proposal and all Cllrs were in favour. The Minutes were then signed and dated by the Chairman.

**278/19 Matters arising from the Minutes, not on the Agenda.** – There were none.

### 279/19 To approve the employment of the only person to respond to the Parish Council advert, which was placed in all 9 notice boards for the position of Litter Picking and Play Equipment Inspection on both the Lower and Upper Halling Recreation Grounds.

- Cllr Dolby explained the background to the job.
- The person had offered to do the job voluntary.
- The interview had taken place last Wednesday December 11<sup>th</sup> with Cllrs Wenham and Dolby, the Acting Clerk / Acting Proper Officer and the prospective employee.
- The Acting Clerk / Acting Proper Officer will be Line Manager.
- Hours would be 4 and a half per week on a Monday and Friday.
- Cllr S Chamberlain mentioned that there would be need for some flexibility due to Bank Holiday Mondays. This was agreed by all Cllrs present.
- The salary will be National Minimum Wage, paid monthly.
- He will be provided with safety equipment, which he will keep in the PC garage.
- There will be a probation period of 6 months
- He will also need to have a DBS check.
- Job Title – Litter Management person / Playground Equipment Inspector
- New forms have been designed for the playground inspection.

Cllr G Chalker proposed that the person was offered the job, pending on the result of the DBS check  
Cllr Mrs S Chamberlain seconded the proposal all Cllr's agreed.

The Acting Clerk will send the person a Job Offer

**280/19 Close of meeting** – 8.10pm