MINUTES OF AN EXTRAORDINARY MEETING OF COALEY PARISH COUNCIL HELD ON **22 April 2003** IN THE JUBILEE ROOM OF THE VILLAGE HALL

Present: Councillors C Dickinson (Chairman), J Hobson, D Chalmers, L Wilcox, D Poole, S Smith (Clerk)

REF		ACTION
21/04	**Declarations of Interest by Councillors** There were no interests declared	
22/04	**Apologies** were received from Cllr Burgess, who would be late arriving at the meeting, and Cllr Prout	
23/04	**Vacancy for Parish Clerk** Due to the nature of the business to be discussed it was resolved to hold the meeting in camera. The Chairman expressed his concern at receiving notice of resignation from the Clerk and asked if on reflection she wished to withdraw it. The Clerk declined to do so and explained her reasons for resigning at that point in time. She did however offer to remain in post if no other suitable candidate stepped forward. There followed a discussion on the merits of Coaley Parish Council striving to achieve Quality Parish Status, which would be crucial in determining the type of candidate required. Cllr Poole enquired what proportion of the precept could be justified on the Clerk's appointment and the move to Quality status. Cllr Wilcox pointed out that the term of the current Council would continue for a further 3 years and that a qualified Clerk would be required in order to maintain and implement its policies. Cllr Chalmers suggested that if an existing Clerk perhaps from a larger Council were to be appointed then Coaley Parish Council might benefit from economies of scale. Following lengthy discussion a job description was agreed to include overseeing the Council's move towards Quality Status. The number of hours to be worked in the first instance would be 40 per month to be reviewed regularly. The terms were agreed for an advertisement to be displayed for two weeks in both the Dursley Gazette and Gloucester Citizen. The Clerk was instructed to place advertisements for week ending 2 May for CV's to be submitted by 13 May and interviews held the following week. Further promotion of the vacancy would be undertaken via the noticeboards and the SDC website. Council appointed a Committee made up of the Chairman, Vice Chairman and Cllr Wilcox to sift applications, interview candidates and report back to full Council with a recommendation for appointment to be effective by 1 June if possible. The meeting closed at 8.45pm	**Clerk** **Clerk** **CD/JH/ LW**

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