

Notes from a meeting held at William Marshall Community Centre Welneyon 5th December 2019./

Present: Adam Giles (Chair)
Roger Giles
Nichola Cowell
Peter Cox
Peter Gardner

The meeting opened at 8.40

The purpose of the meeting was to agree the role of the Parish Clerk and to suggest a way forward for the Acting Clerk.

Agreed that the role would be shared between Nichola Cowell (Administration) and Peter Cox (Finances).

Agreed that John should formally appoint and that a contract should be issued.

Post to receive remuneration.

Nichola and Peter agreed to cover Clerk position until May 2020 as the worst case scenario if a new Clerk is not appointed in the interim.

Clerks to produce evidence of Residency and CVs.

Appointment to be Agenda item for WPC meeting on 17th December.

Hard documentation to be stored in William Marshall Centre.

Docs collected from departing Clerk were handed over to Nichola and Peter in an administration/finance split.

Suggested that in view of amount of people having keys that the lock to the exterior doors of the hall be changed.

Concerns about appointment of new cleaner/caretaker. Have references been taken up and has Police Clearance been completed.