

BLAXTON PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 21 OCTOBER
2020 AT 19:10 USING ZOOM REMOTE MEETING SOFTWARE**

PRESENT: Councillors R Dennis (Chair), R Johnson, and J Scutt

APOLOGIES: Councillors N McCarron and P Schofield

IN ATTENDANCE: P A Dennis (Clerk)

MEMBERS OF THE PUBLIC – None

1) APOLOGIES

RESOLVED (1)

That apologies for absence be accepted from Councillors N McCarron and P Schofield.

**2) TO CONSIDER THE EXTENT, IF ANY, TO WHICH THE PUBLIC ARE TO BE
EXCLUDED FROM THE MEETING – None present**

**3) DECLARATION OF PREJUDICIAL INTERESTS, OTHER INTERESTS, THE RECEIPT
OF GIFTS AND HOSPITALITY AND REQUESTS FOR DISPENSATION – None**

**4) ARRANGEMENTS FOR THE APPOINTMENT OF CLERK AND RESPONSIBLE
FINANCIAL OFFICER**

Members discussed the following draft documents circulated prior to the meeting:-

- a) Advertisement
- b) Application Form
- c) Person Specification
- d) Job Description
- e) Shortlisting and scoring template
- f) Interview questions and scoring template

RESOLVED (2)

That the Clerk be requested to amend draft documents (a) – (d) as agreed during the meeting.

RESOLVED (3)

That items (e), (f) and a draft Contract of Employment be finalised at a future date.

There being no further business, the Chair closed the meeting at 21:09

Chair: _____

Date: _____