

## **Minehead Town Council**

### **Locum Clerk**

Due to resignation of the Sam Rawle (Clerk) and the retirement of Bryan Howe (deputy Clerk) and Julie Notley (admin) in June 2023 there was an urgent need to fill the role of the Clerk (proper Officer and Responsible Finance Officer).

The only way to fill this legal role was to engage a locum Clerk. The deputy Clerk contacted several locums, but most could not commit.

The Society of Local Councils Clerks provide a service in finding a locum clerks. The service provides CiLCA qualified clerks who have worked within local Councils. Locums are employed by S.L.C.C. and invoice for the number of hours worked at the agreed hourly rate, enabling the Council and Locum to comply with HMRC rules. The rate charged is inclusive of employer's national insurance, pension contributions and all payroll handling costs and annual leave. This service makes the process to manage.

SLCC found a candidate and the deputy Clerk has spoken to person and received a CV. She is also sending references. The Mayor/Chairman of the Town Council has met with the deputy Clerk and the operations manager, and they have agreed to proceed.

The Locum Clerk is Helen Nathanson she is CiLCA qualified, and was Town Clerk at Totnes for 6 years etc.

Helen will work full time (37 Hours)

Start date – Tuesday 4<sup>th</sup> July 2023

Inclusive hourly rate of £39.40 per hour.

Contract period – Three months with an option to extend by agreement.

She will work on Tuesdays and Wednesdays in the office and stay overnight on Tuesday this will enable her to attend all Tuesday nights meetings. The other three days she will work at home and link to Town Council computer systems via remote PC software. Part of her role will be to advertise and find a permanent replacement. She will also create all agendas and minutes as well as all other Clerking roles.

The cost of the Locum Clerk is covered in the 2023/2024 financial budget.

### **Administration**

The Town Council has engaged an agency employee to cover administration work. The role is currently full time, and the arrangement is very flexible. I recommend that we continue with this arrangement until the new locum Clerk is in post and then review the situation.

B. Howe (deputy Clerk)