

**NAILSWORTH TOWN COUNCIL**

Minutes of an Extraordinary meeting of Nailsworth Town Council  
held at Town Hall, Nailsworth  
on Monday 9 November 2015

Present		Cllr MP Robinson (Town Mayor) Cllr EF Bonner Cllr JL Dennis Cllr JL Duckworth Cllr A Elliott Cllr SK Millett Cllr SM Reed Cllr S Robinson * Cllr SE Thorpe
Apologies		Cllr DL Powell
Non attendance		Cllr NI Kay
* denotes not present		

**2015/175 APPOINTMENT OF NEW TOWN CLERK**

Cllr Duckworth reported that members of the interviewing panel and Cllr M Robinson had met in the morning on 4 November to revise and adapt the NALC standard contract for Clerks in relation to the appointment of the new Clerk. He reported that excellent references had been received. A draft contract had been drawn up which had been circulated to councillors by email.

Discussion ensued about a number of issues in the contract resulting in some slight amendments to the draft document. The draft contract as amended was approved unanimously.

RESOLVED that Mrs Katherine Kearns be appointed as clerk and responsible financial officer to Nailsworth Town Council on the retirement of the current post holder. The Clerk was asked to inform Mrs Kearns and send her a copy of the contract.

Discussion followed on arrangements for the actual date of handover. Mrs Kearns' employment with the council would begin on 5 December although effectively her first day in the office would be 7 December. The Clerk expressed concern at the short handover period available bearing in mind office closures over Christmas and the New Year and the complex nature of the duties and responsibilities to be conveyed. She offered to delay her departure until 31 January 2016. Councillors thanked the Clerk and accepted her offer.

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Town Mayor

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Date