

MINUTES OF THORNLEY PARISH COUNCIL
SPECIAL MEETING
THORNLEY VILLAGE CENTRE
25 NOVEMBER 2025

Present: Parish Councillors Mrs. P. Maddison (Vice Chair), Mr. G. MacPherson, Mr. D. Smith and Mr. T. Unsworth.

In attendance: C. Llewelyn, Parish Clerk.

Public: no members of the public were present.

Meeting Commenced: 6:30pm

460. To receive apologies for absence

Apologies were received from Parish Councillors Mrs. J. Unsworth (Chair), Ms. E. Bramfitt, Mr. K. Joyce and Mrs. A. Galley.

Resolved: that the apologies be approved in accordance with Section 85 of the Local Government Act 1972.

461. To receive declarations of interest in items on the agenda

No declarations of interest were made.

Resolved: the information is noted.

462. Public question and answer session

No members of the public were present.

Resolved: to note the information.

463. To consider a resolution that the following items are classified as being of a confidential nature in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960: at this point, if agreed, all members of the press and public would be asked to leave the meeting

Resolved: to ask all members of the press and public to leave the meeting in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

464. To consider and agree staffing matters and recruitment

Papers had been circulated in advance.

Resolved:

- (1) To note the resignation of the Clerk, and her thanks to Parish Councillors for the opportunity and their support.**
- (2) To approve the Clerk to support the Council's operations and handover to the new Clerk and agree that a locum Clerk may be engaged if needed.**
- (3) The post of Parish Clerk and Responsible Finance Officer to be advertised until 10 December, with shortlisting to be arranged, and interviews on the evening of 16 December.**
- (4) The post to be advertised at scale points 25 to 29, pro rata for 30 hours per week.**
- (5) The advert is agreed with the recommended change.**

- (6) The job description is agreed with the recommended changes.**
- (7) The person specification agreed with the recommended changes.**
- (8) The Council will issue the model contract with the agreed changes.**
- (9) Interview format and questions to be circulated to Cllrs before interviews**
- (10) The recruitment process for the Clerk and Responsible Finance Officer position is delegated to the Clerk and Councillors with authority to shortlist, interview, and make an appointment.**

Meeting closed: 6.55pm.