



Upwood and the Raveleys Parish Council

Chairman – Mrs Jan Burgess, 54 Huntingdon Road, Upwood, Ramsey, Huntingdon PE26 2QQ
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An extraordinary meeting of Upwood and the Raveleys Parish Council was held on Thursday 02 November 2023, 6:00pm at Upwood Village Hall.

Present: Councillor Jan Burgess (Chair), Councillor Awit (Vice Chair), Councillor Mashford, Councillor Edwards, Councillor Staples.

245-11/23 To receive and approve apologies for absence

Not in attendance: Councillor Macartney Ward, Councillor Milner, Councillor Corney, Councillor Lowe, Councillor Costello.

246-11/23 To receive declarations of interest

246.1 Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Upwood and the Raveleys Parish Council Code of Conduct for Members and by the Localism Act 2011.

None were received.

247- 11/23 To appoint a new Parish Clerk/Responsible Finance Officer or in the alternative, to appoint an interim

247.1 Following the resignation of the previous Parish Clerk/Responsible Finance Officer with effect from 23 October 2023, to consider the outcome of recent Parish Clerk interviews and appoint a new Parish Clerk/Responsible finance Officer or an interim.

Two strong applications had been received and applicants were interviewed on 1 and 2 November, 2023. The Chair confirmed that the position had been offered and accepted by Mrs Jo Russel who is currently clerk/RFO for Great Staughton Parish Council. Mrs Russel has a background in family law and is keen to take a step back from this and focus more on developing her career as a clerk. The vice-chairman proposed that Mrs Russel be formally appointed at LC2 scale point 27 on the National Joint Council (NJC) salary scale for 45 hours per month to include 5 hours per month to cover bank holidays, statutory holidays and annual leave (pro rata) with effect from 6 November, 2023. The vice-chairman also proposed that the council approve Mrs Russel to attend the upcoming CAPALC Cemetery Management and Compliance training, at a cost of £120. Councillor Edwards seconded the proposal. All were in favour, and it was resolved to do so.

248-11/23 Public participation

248.1 To allow up to 10 minutes (2 minutes per person) for any members of the public and councillors declaring the existence and nature of a prejudicial interest to address the meeting in relation to the business on this agenda.

There was no public participation.

249-11/23 Date of next meeting: Monday 13 November 2023.

Close of meeting: 6:16pm