THE MINUTES OF THE SPECIAL MEETING OF

THE SHOTTON PARISH COUNCIL

HELD ON WEDNESDAY 4th MARCH 2026.

Present: Councillor R Hardy (Chair)
I Cochrane, L Hill, S Maitland, H Mountain, M Mountain.
County Councillor H Brown
Apologies: D Brooks, J Dale,

2038. EXCLUSION OF PRESS & PUBLIC

RESOLVED that, pursuant to section1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 because of the personal and confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item

2039. CLERK RECRUITMENT

Members interviewed the 3 shortlisted candidates for the post of Clerk & RFO to the Council. One other applicant had to withdraw due to a recent late holiday booking.
Each candidate was asked to provide a verbal presentation and bring along a printed summary. A series of questions which had been circulated to Members in advance, were asked of each candidate. Members each used a scoring sheet to score each candidate based on their knowledge and response to the questions. The summary scores were used to provide a summary score of each candidate to assist the deliberations of Members
Following detailed consideration, it was **RESOLVED** that Candidate 3, Mr Keith Murray-Hetherington be offered the position of Clerk & RFO to the Parish Council with effect from 1st April 2026; the appointment being subject to a 13-week probationary period
FURTHER RESOLVED that the Clerk be delegated with full authority to determine:

i. the starting salary of Mr Murray Hetherington's appointment in accordance with the recommended NALC NJC rates of pay for LC Scale 2 SCP 24-32. (It being noted that any future incremental progression through the scale would be subject to satisfactory completion of CILCA)
ii. the start date and handover arrangements
iii. telephone, broadband and other allowances
iv. any other terms and conditions

2040. GROUNDSMANS FLEXIBLE RETIREMENT & CHANGES TO CONDITIONS OF EMPLOYMENT

The Clerk provided comprehensive details of the terms that had been provisionally agreed with Mr Lawrence Hammond (Groundsman) allowing him to take flexible retirement on 31 March 2026 and changes to his proposed ongoing employment hours with the Council and tied rental of the bungalow effective from 1 April 2026.
It was noted that to comply with employment law notice periods (as the proposal was negotiated in the interests of both parties) both parties had waived their rights to the required notice periods
RESOLVED that the information given be received and noted and the Clerk be delegated with full authority to deal with all, matters regarding the flexible retirement arrangements and changes to employment conditions of the Groundsman.

CERTIFIED AS A TRUE RECORD

CHAIRMAN .....
Date: 30 March 2026