

Minutes of an extraordinary meeting of the Parish Council held on Wednesday 30<sup>th</sup> January 2019 at 7.00pm in the War Memorial Hall, Tutshill.

**Present:** Councillors: Drew, Evans, Gregory, Powell, Tullett and Wall  
Officers: Clerk (Carol Hinton)

**1. ATTENDANCE**

- a) Apologies for absence from those councillors unable to attend were received from Councillors Bollen, Koning, Molyneux and O'Toole.
- b) **Resolved to accept** those apologies received with reasons for absence from Councillors Bollen, Koning, Molyneux and O'Toole.

**2. DECLARATIONS OF INTEREST**

- a) **Resolved to receive Declarations of Interest** in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and in accordance with the provisions of the Localism Act 2011 in respect of members.
- c) **Resolved to consider any Dispensation Requests** received by the Parish Clerk and not previously considered.  
None Received

**3. MINUTES OF PREVIOUS MEETING**

**Resolved to defer** approval of the minutes of the meeting held on 16<sup>th</sup> January 2019 until the next meeting on 20<sup>th</sup> February 2019

**4. PUBLIC CONSULTATION**

**To receive and consider any questions from the Public.**  
There were no members of the public present.

**5. RESTRUCTURE OF CLERK AND ADMIN ASSISTANT ROLES**

- a) **Resolved to** restructure Clerk role and change of contract to increase of hours to 35 per week.
- b) **Resolved to** appoint a Clerk's assistant at 8 hours per week variable throughout the month, within the current NJC Salary scale range 15 to 22 points according to experience (£17,972 to £21,074 pro rata - £3,886 to £4,556 as at 1<sup>st</sup> April 2018). Clerk to advertise in The Forester and Review, Chepstow and Monmouthshire Beacons, Chepstow Freepress, website and Facebook page. Closing date 20<sup>th</sup> February. Hours to be reviewed at 3 and 6 months.

**6. FUTURE MEETINGS**

**Resolved to note** the dates of future council and committee meetings:  
Wednesday 20<sup>th</sup> February 2019 – Full TPC Council Meeting

**The meeting closed at 19.50hrs**