



Meeting Date:	24 November 2021
Report Type:	Public – for information
Report Subject:	Assistant Parish Clerk
Agenda Item No:	8
Contact:	Chairman/Clerk

BACKGROUND:

Becs Harvey commenced work as Assistant Clerk on 1st August 2021 and her contract was subject to a 3 months' probationary period. That period has now been completed and her work, in the opinion of the Chairman and the Parish Clerk, has been exemplary.

Becs would like to start her training and has identified a foundation course which will cost £144.

RECOMMENDATIONS:

- i. To note the exemplary performance to date and confirm the appointment.
- ii. To approve the Assistant Clerk starting her official training the cost of which is expected to be £144.