

**Report from Finance Working Group.  
Staffing and Establishment**

1. At the November 2018 Parish Council meeting the Finance Working Group was directed to study the Council report on the Clerk establishment level and to bring a recommendation back to the December meeting.
2. At the December 2018 Council meeting the Finance Working Group reported that it considered none of the options presented suitable and did not have enough information to make a firm recommendation, and
3. Subsequently, the FWG Chairman spoke to Katie Fielding of Wiltshire Association of Local Council to seek advice on the matter.
4. Following advice received, the FWG decided to recommend to Council that two members of the Working Group should form a “Sub-Working Group” to consider and determine:
  - ~~That the current Clerk Job Description is fit for purpose for the Councils ongoing needs~~
  - ~~the actual work being undertaken by the Clerk;~~
  - whether additional resource is necessary to facilitate effective delivery of the Clerk’s workload, and
  - any recommendations which would improve the way in which the Council manages its resources, and which would make it a better, more effective employer.
5. ~~The Sub-WG would use the diary kept by the Clerk, discussions with the Clerk, Chairman and Councillors and such other evidence as is appropriate, to inform its work.~~
6. It is anticipated that a progress report would be given to Council at the September 2019 meeting.
7. The Clerk would be consulted on any recommendations before implementation.
8. The FWG propose the action described in paragraphs 4, 5 and 6 above to Council and nominates Cllrs Hill-Wheeler and Selwood as members of the sub-WG to complete the task.

Cllr M Sharp  
FWG Chair

Full Council  
March 2019

