



# Dormansland Parish Council

Parish Clerk: Lisa Liggins  
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## Minutes of an Extraordinary Meeting Of Dormansland Parish Council Held on Wednesday 14 May 2021 at 3.30pm in The Parish Room, The Platt, Dormansland

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### 1 Roll Call

Councillor Clive Robinson (**Chairman**)  
Councillor Guy Kaiser-Davies (**Vice Chairman**)  
Councillor Maureen Young  
Councillor David Bright  
Councillor Cheryl Roux

The Clerk was in attendance.

### 2 Apologies for absence

No apologies for absence were received.

### 3 To receive declarations of interest

Councillor Robinson declared the person interested in the locum Clerk & RFO role was well known to him.

### 4 Vacancy for Parish Clerk and RFO

#### 4.1 To consider the appointment of a locum Clerk and RFO

**Members unanimously agreed** there was a need to employ a locum Parish Clerk & RFO to bridge the gap between Lisa Liggins' departure and the appointment of a new permanent Parish Clerk & RFO. The Chairman confirmed there was an interested party who was an experienced Parish Clerk & RFO and had offered to bridge the gap until a new permanent Clerk & RFO was employed by DPC.

#### 4.2 To agree the terms and conditions of the appointment.

Members reviewed the Contract for the appointment of a locum Clerk & RFO. Members discussed the financial arrangements and agreed the position would be temporary working 10 hours a week with a possible 5 hours extra a week if required. This would retain the current budget for salaries. There would be a crossover of 1 week with the existing Clerk and new Locum Clerk. **Members agreed** the terms and conditions contained within the Contract. On that basis the Chairman asked if members were happy to offer the appointment to Deborah Marshall.

**RESOLVED:** The Chairman abstained from voting and all other **members unanimously agreed** to offer the role of Locum Parish Clerk & RFO to Deborah Marshall in accordance with the terms and conditions discussed and as set out in the Contract. Her employment would begin on 17<sup>th</sup> May 2021.

**ACTION:** The Chairman signed the Contract of Employment and the Clerk would arrange for Deborah Marshall to sign this.

#### 4.3 To agree the arrangements of where Lisa Liggins will hand over all Council property (including boxes, files and laptop etc) and who will take responsibility for this until a permanent Clerk is appointed.

**ACTION:** Lisa Liggins would handover all council property to Deborah Marshall by 21<sup>st</sup> May 2021 which she would be responsible for until a new permanent Clerk was appointed by DPC.

**Signed as a correct record:**

**Dated:**