



**Minutes of The Extraordinary Meeting of The Parish Council
on Wednesday 24th August 2026 at 7.30pm
in the Olde Hanney Room, Hanney War Memorial Hall.**

Councillors Present: Cllr Kirk (Vice Chair), Cllr Green, Cllr Bligdon, Cllr Newsome, Cllr Dennill and Lisa Aram (Clerk).

Number of Press and members of the public which attended:

0

175/26 To receive apologies for absence.

Cllr Aram (Chair) and Cllr Pradside.

176/26 To receive any Declarations of Interest from Councillors relating to items on the Agenda.

None

177/26 Responsible Finance Officer (RFO) Vacancy.

To note the resignation of the current Responsible Finance Officer. Noted and minuted.

To consider and agree the arrangements for recruiting a new Responsible Finance Officer, including:

- To approve the proposed RFO job description.
- To agree the hours and remuneration for the position.
- To agree how and where the vacancy will be advertised.
- To agree the closing date for applications.
- To agree the arrangements for shortlisting and interviewing candidates.

RFO Resignation, Recruitment and Handover

The resignation of the current RFO was noted. It was agreed that Jayne would remain in post until **17 November 2026** to allow sufficient time for recruitment, training and handover to the successful candidate.

It was noted that a period of overlap may be required to facilitate an effective handover and training, and that both the outgoing and incoming RFO may therefore be paid during this period.

RFO Hours, Duties and Training

It was agreed that the RFO position would increase from **5 hours to 8 hours per week**, with the hours worked flexibly, preferably across two weekdays.

The job description will be amended to reflect the requirement for the RFO to attend relevant Parish Council meetings, including monthly meetings where financial matters are considered, budget meetings and other meetings as required.

The job description will also include appropriate training requirements, including relevant Parish Council training and SCRIBE training. The Parish Council will support the cost of relevant training, with training time being additional to the contracted hours.

It was noted that audit correspondence is required to be managed through the Clerk in accordance with current guidance. The Council agreed that audit responses should be coordinated and submitted as complete as possible to improve efficiency.



Job Description and Vacancy Advert

The job description and vacancy advert were reviewed and amendments agreed.

The advert will be amended to reflect the following:

- The position is **8 hours per week**, part-time and flexible, preferably across two weekdays.
- Applicants should have relevant experience in finance, numeracy and administration, together with good communication skills.
- Regular attendance at relevant Parish Council meetings will be required.
- The RFO will be responsible for preparing and presenting financial reports to the Council and attending relevant financial and budget meetings.
- Responsibility for the Council's banking arrangements will be included.
- Responsibility for maintaining the Council's asset register, including records required for SCRIBE and AGAR, will be included.
- Salary will be stated in accordance with the appropriate **NALC pay scale/banding**, rather than a fixed hourly rate, and pension arrangements will be included.

Recruitment and Advertising

It was agreed that the vacancy would be advertised on the Parish Council website, Facebook page and local noticeboards, including the noticeboard outside Sainsbury's and the Grove noticeboard. A short vacancy poster will also be prepared for display.

The closing date for applications was agreed as **16 September 2026**.

Shortlisting and interviews will be undertaken by the **Clerk, Chair and one additional Councillor**, or the Vice Chair where appropriate, subject to availability.

To note the date of the next normal meeting – Wednesday 9th September 2026 at 7:30pm, all proposals for the next agenda to be submitted to the Clerk by 3rd September 2026.

Meeting Closed at 8.34pm

Signed by:

Date: