

## **West Rainton Parish Council - 15 September 2016**

### **Item 8: Project Officer role**

#### **Background**

Members will recall an update on the role of the Project Officer, Mr Graeme Keedy, was considered at the June 2016 Parish Council meeting.

Following consideration, it was resolved:

1. To extend this role until the 30 Sept 2016.
2. A further update on progress be provided for this meeting when the position would be further reviewed.

#### **Update on work carried out by the Project Officer**

As requested, Graeme has provided an update on the Project Officer Task Action Plan and this is attached as Appendix A.

Inevitably, due to the unexpected resignation of the former Clerk at short notice and Graeme's appointment as Interim Clerk, some of Graeme's project work has slipped. Since June priority has had to be given to:

1. Recruitment of new Parish Clerk
2. Preparation and the audit of the accounts to meet statutory deadlines
3. Councillor Vacancy
4. On going liaison with Cemetery Development Services
5. Administrative Support for Parish Plan Steering Group
6. Induction and hand over arrangements following appointment of new Parish Clerk

#### **Additional tasks for Project Officer**

There will inevitably be a period of transition and further on the job training required to support the new Parish Clerk going forward on the day to day business. **It is proposed to add this task to the Project Officer role.**

Graeme has been involved with supporting the Parish Plan work from the outset and this work is planned to continue to March 2017. **It is proposed to add this task to the Project Officer role.**

As Members are also aware, the 4 yearly council elections are to be held in May 2017 and additional support and training to prepare the Parish Council for this will be necessary over the next 6 months. **It is proposed to add this task to the Project Officer role.**

## **Item 8: Project Officer role cont ...**

There remain unresolved issues relating to Village Green and land ownership. These are complex issues which require detailed research, investigation and suggestions/recommendations for resolution. **It is proposed to add this task to the Project Officer role.**

### **Budget position and Proposal**

As previously advised, the current budget for 2016/2017 includes financial provision for a total staff resource of 20 hours per week for the entire year.

It is therefore proposed that:

- The role of Project Officer is extended until 31 March 2017.

**Cllr Avril Wallage**  
**Sept 2017**