

# 260602 – Item 20 – Clerk Cover

## Recommendations for Council

Council is asked to:

1. **Consider** the two expressions of interest received in response to the request for locum clerk cover.
2. **Appoint** a locum Clerk to support and minute the November 2026 Full Council meeting.

### 1. Background

At a previous meeting, Council agreed that alternative clerk cover should be arranged for the November 2026 Full Council meeting, as the Clerk will be on annual leave.

To identify suitable cover, the Clerk asked the Devon Branch of the Society of Local Council Clerks to circulate the Council's request to all clerks across Devon. Two responses were received from experienced clerks who are available and willing to provide locum support.

### 2. Option A – Janine Gardner (Bideford Town Clerk)

#### Experience

- Clerk of Bideford Town Council.
- Former Clerk of Cranbrook Town Council and involved in its establishment.
- Known to the Clerk and has undertaken locum work elsewhere.
- Strong experience in governance, meeting management and minute-taking.

#### Travel

- Approx. 35-mile round trip to Moretonhampstead.
- Suggested travel reimbursement: £13.50 (35 miles × £0.45 per mile).

**Hourly Rate:** £25.00 per hour.

### 3. Option B – Faye Davies (Clerk to Five Parish Councils)

#### Experience

- Full-time Clerk serving five parish councils.
- Extensive experience in parish governance, meeting administration and minute-taking.

#### Travel

- Approx. one hour each way to Moretonhampstead.
- Mileage claimed at £0.45 per mile (exact mileage to be confirmed).

**Hourly Rate:** £20.00 per hour.