



Date: 02 March 2023

Title: Report Item 16 – Resignation of Parish Clerk/RFO

By: Cllr P Seeley (Chairman)

Purpose: To report on the status of the two officer positions of the Parish Council

Recommendations:

- a) That the Parish Council acknowledge the resignation of Dr Katrina Larkin as Parish Clerk and Responsible Finance Officer with effect from 31st May 2023.
- b) That the Parish Council approve the appointment of Katrina Larkin to the position of Deputy Clerk with effect from 1st June 2023.
- c) That the Parish Council proceed with the due process of advertising and appointing a Parish Clerk and Responsible Finance Officer in conjunction with ESALC.

1. The current Parish Clerk and Responsible Finance Officer, Dr Katrina Larkin, has handed in her resignation (letter attached) and will step down from the role on 31st May 2023. Mrs Larkin has been our Parish Clerk since February 2011 and has served the Parish extremely well over the last twelve years. Mrs Larkin wishes to step back from her current position and will consider a reduced role with the Parish Council.

2. With the resignation of both officers of the Parish Council it has allowed us to consider the best way to move forward whilst retaining expertise within the Council. The Chair consulted ESALC and has had confirmed that subject to mutual agreement over terms and conditions it is acceptable to appoint our Clerk to the position of Deputy Clerk. Cllr Thorogood and myself have met with Mrs Larkin and discussed whether this is acceptable to her. The Parish Council are recommended to appoint Mrs Larkin as Deputy Clerk with effect from 1st June 2023 and that Cllrs Thorogood and Seeley agree terms and conditions with her.

3. Considering the actions above the Parish Council will need to appoint a new Parish Clerk and Responsible Finance Officer. It is recommended that actions are taken post this meeting to advertise and interview for the vacancy with hopefully an appointment commencing on or shortly after 1st June 2023. The Parish Council will use the offices of ESALC to promote and assist in this process for which a fee may be charged. Once this is confirmed I will let the Parish Council know.

ANNEX

The Old Cottage
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3rd February 2023

Councillor Paul Seeley
Chairman, East Dean and Friston Parish Council
24 The Ridgeway
East Dean
BN20 0EU

Dear Councillor Seeley

Please accept this letter as formal notification of my resignation as Parish Clerk and Responsible Financial Officer of East Dean and Friston Parish Council, with my departure date being 31st May 2023.

I took up my role in February 2011 and these have been good years for me. The work is varied and interesting and the council is a friendly one. I have always felt supported and encouraged, and have enjoyed seeing what a positive difference a parish council can make for its community, willingly taking on the difficult role of being the most democratic level of local government. I take off my hat to all the Chairmen and councillors I have worked for. I have only made the decision to resign with some reluctance, because of increasing family commitments.

It is not my intention to retire completely, and I will be looking to take up a lesser role if something suitable becomes available to me. I assure you that I will do all I can to achieve a smooth transition for the council and for my successor.

Kind regards

Katrina Larkin

CC: Councillor Simon Thorogood, Vice Chairman EDFPC