

# CLAYBROOKE PARVA PARISH COUNCIL

## MINUTES OF EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 26<sup>th</sup> July 2023 AT CLAYBROOKE SCHOOL HALL 7.30PM

### 1 Members Present.

Councillors; Cllr G Hart (Chairman), Cllr N Jenkins, Cllr F Briggs, Cllr R Middlemass, Cllr R Herald.

Clerk; (Interim) Cllr G Hart

### 2 Apologies.

None

### 3 Chairmans Announcements.

The Chairman advised as the meeting was an Extraordinary meeting limited to deal with matters not finalised at the Parish Council meeting held on 17<sup>th</sup> May 2023, there would be no Public Participation section at this meeting.

The Chairman advised that owing to the immediate resignation (without notice) of Parish Clerk Mrs Patricia Nunn on 19<sup>th</sup> May 2023, it had been necessary under the Councils Standing Orders (14, a) for a member of the Council to assume the role of Clerk on an interim basis while recruiting a new Clerk. In the absence of any Cllrs volunteering to take on the role, following support from 3 Cllrs Cllr Hart agreed to assume the role of Clerk on an interim basis only.

### 4 Disclosure of Personal Interests

No disclosures made.

### 5 Minutes of last Meeting

The 17<sup>th</sup> May 2023 draft Parish Council meeting notes were proposed by Cllr Hart, seconded by Cllr Jenkins, and resolved by the Council with one abstention, Cllr Herald. **(Resolved)**

### 6 To consider and resolve CPPC Codes and Standards.

Cllrs were issued with revised Code-of-Conduct-2023, Code-of-Conduct Guidance-Notes 2023, Standing Orders-2023, Financial Regulations-2023, Complain Procedure-2023. Cllr Hart proposed adoption, seconded by Cllr Jenkins, Cllrs, Middlemas, Briggs, & Herald declined stating they wished to review the documents. The Council accepted adoption would be postponed to the next meeting. **(Not Resolved)**

### 7 Banking Mandate

Cllr Hart (acting as Clerk) advised following the resignation of the Clerk Mrs Nunn and subsequent advice received from Mrs Nunn the Parish Council was no longer able to function financially due to insufficient authorised banking mandate signatories. Cllr Hart asked for Cllrs for volunteers to become authorised bank account signatories, Cllr Middlemas & Cllr Hart volunteered, the Council also agreed the new

## CLAYBROOKE PARVA PARISH COUNCIL

Clerk (when recruited) should also become an authorised bank signatory. Proposed by Cllr Middlemas, seconded by Cllr Jenkins, the Council unanimously agreed. **(Resolved)**

### **8 Parish Council Insurance.**

Cllr Hart (acting as Clerk) advised the existing Parish Insurers had offered renewal of insurance. Cllr Briggs proposed acceptance of the renewal, seconded by Cllr Herald, the Council unanimously agreed. **(Resolved)**

### **9 To consider and resolve dates for forthcoming Council meetings.**

Cllr Hart (acting as Clerk) provided Cllrs with a schedule of dates for 2023/2024 Parish Council meetings. 4<sup>th</sup> October 2023, 6<sup>th</sup> December 2023, 6<sup>th</sup> March 2024, & 6<sup>th</sup> May 2024 (Annual Council Meeting). Proposed by Cllr Middlemas, seconded by Cllr Jenkins. Unanimously agreed by the Council **(Resolved)**

**10 To pass a resolution in accordance with Public Bodies (Admission to Meetings) act 1960 to exclude public and press for discussions concerning; matters protected by legal and professional privilege. To consider applications for the role of Parish Clerk. To consider resident complaints submitted to CPPC.**

Proposed by Cllr Hart, seconded by Cllr Jenkins, agreed & resolved by the Council with one abstention, Cllr Middlemas. **(Resolved)**