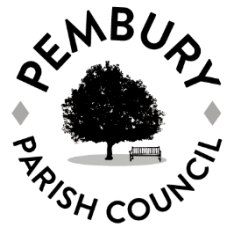


Minutes of the **EXTRAORDINARY FULL COUNCIL** meeting held at the Parish Office Meeting Room, Lower Green Recreation Ground on Friday **15 March 2024** at 10:30am.



Councillors Present:

Cllr K Brooks (Chair)	Cllr D Reilly
Cllr N Stratton (Vice-Chair)	Cllr M Weaver
Cllr G Hall	Cllr J Webster

Apologies:

Cllr A Birch	Cllr C Snow
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Absent

Cllr M Barrett	Cllr V Gautam
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Officers Present:

H Munro (Clerk)

23/487. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs Birch and Snow. The apologies and reason were accepted.

23/488. **DECLARATIONS OF INTEREST.** Cllr Reilly declared an interest in item 23/491. b.

23/489. **CHAIR'S ANNOUNCEMENTS.** There were none.

23/490. Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, it was **RESOLVED** to exclude the public and press from the meeting at 10:33am for the next item of business on the grounds that it would involve the likely disclosure of exempt information.

23/491. **HR MATTERS.**

- a. Following the resignation of the Deputy Clerk, the proposed office reorganisation was discussed in detail. It was **RESOLVED** that Assistant Clerk and Administration Officer roles be created to replace the Deputy Clerk role. The Assistant Clerk to work 25 hours per week and the Administration Officer 15 hours per week subject to review once staff were in post.

Full terms and conditions including pension to be considered at a future meeting. Cllr Stratton to undertake research into options.

- b. It was **RESOLVED** that temporary office cover would be arranged. Additional cover to begin at the earliest opportunity. The contractual arrangements to be delegated to the Clerk in consultation with all councillors by email.

- c. It was **RESOLVED** that the recruitment and selection for the Assistant Clerk and Administration Officer be delegated to the Clerk in consultation with all councillors by email.

Interviews to be arranged in the week commencing 29 April. Cllrs Brooks, Stratton and the Clerk to undertake interviews.

- d. It was **RESOLVED** that IT and office equipment up to £2,000 be delegated to the Clerk.

There being no other business, the meeting closed at 11:57

Signed: _____ Date: _____
Chair