

Parish Council Extraordinary Meeting

To: Councillors Chris Button, Ian Duffy, Vinny Hall, Martin Hoffman, Graham Lee (Chair), Norton Mahy (Vice Chair) and David Sims.

I hereby summon the members of the Parish Council to attend an Extraordinary meeting of Ashwell Parish Council on Wednesday 26th July, 7.15pm at the Parish Room to consider the following items of business.

Graham Lee, Chair

Agenda

- 1 Apologies for absence.** To receive and accept apologies for absence.
- 2 Interests.** a) To receive declarations of interest from councillors on items on the agenda, b) To receive written requests for dispensations for declarable interests, and c) To grant any requests for dispensation as appropriate.
- 3 Proposed terms of reference for HR committee and membership.** See draft in appendix A.

To note the draft minute from the July 2023 Council meeting: 35.2.1 'It was suggested and agreed that an amendment was needed to point 9 and that a revised draft incorporating this change would be at item for approval at the August council meeting.'

To agree, in the light of the recent employee resignation, that this be approved at this meeting so that the committee can convene and act as necessary.

To agree, in the light of the recent councillor resignation, membership of the HR committee.

- 4 Banking/amendments to current arrangements.**

To note the proposals agreed at the June council meeting (minute 30.2) and to agree, in the light of personnel changes, amended proposals.

To agree a proposal that the accounts supplier submit a request to the bank for a debit card to enable payments for (i) items that cannot be paid by bank transfer, eg accounts for Microsoft and Zoom, (ii) minor purchases, eg postage stamps, stationery items, that are currently purchased by the clerk and then reimbursed. To agree any procedures necessary to ensure adequate controls for this.

- 5 Parish councillor vacancy.** See appendix B.

To note the formal 'Notice of Vacancy' issued by NHC and posted on the website and noticeboard.

To note the timetable for a by-election to be claimed and the estimated costs received from NHC should this occur.

- 6 **Exclusion of Press and Public.** To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of agenda items 7 and 8 as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted, namely, and respectively, to consider matters re HR and Complaints.

- 7 **Positions of Clerk and Deputy Clerk. (discussion to be held In Camera)**

To discuss and agree actions for future office staffing arrangements.

To review and agree any temporary contracts required. See model document for temporary staff in appendix C.

- 8 **Implications of unresolved complaints. (discussion to be held In Camera)**

To discuss and agree handling of Council business.