

SAXTEAD PARISH COUNCIL

Minutes of an Extra Ordinary Parish Council Meeting Held in the Restaurant of the Old Mill House Pub, Saxtead on Thursday 3rd October 2024, at 7.00 pm.

Extraordinary Meeting on 3rd October at 7PM

Chair: - welcomed everyone no points carried forward as this meeting is to discuss the appointment of a recommended third person for the Bank Mandate and new clerk interviewers and interview date.

Councillors Present: Chair Simon Hordern, Deputy Chair Evelyn Sullivan, Paula Slater, Nick Shepherd and Margaret Baumbach

Received Apologies: Tracey Colchester

Declaration of Interest: - No

Matters Arising. In this connection there are no matters arising.

Public Forum: 1 present Jonathan Sullivan

Members of public are invited to give views and Question the Parish Council. Jonathan Sullivan a parishioner presented his opinion of recent events since the PC meeting of 5th September 2024. He said his offer to provide clerical assistance to support the PC whilst no clerk is in post was declined. So although he had been invited to collect the PC's records with the Deputy Chair he had no authority to do so. During the meeting it was confirmed there was no resolution to appoint a clerk. He advised the Deputy Chair to call an urgent PC meeting and offered to assist the Deputy Chair with an agenda and the rest is now history. He drew attention to some housekeeping issues on the PC's website and Councillor Sullivan agreed to speak to the former Clerk about these. He left meeting to enable the Council Meeting to go into camera. Councillor Slater also thanked Jonathan Sullivan before he left on behalf of the council.

Council in Camera

1. **Consider who will be responsible for taking minutes** of this meeting as currently without a Clerk and Responsible Financial Officer. Councillor Sullivan agreed to do minutes.

2. **Appointment of third signatory**, Councillor Shepherd volunteered, all were in favour. Proposer Councillor Sullivan for Councillor Shepherd to be third signatory seconded by Councillor Slater.
3. **Handover from Clerk:** Councillor Sullivan explained she and Jonathan Sullivan met Lydia on 26th September 9am at Framlingham Town council offices. She had all the folders, labelled and explained them all and a handover Folder had been prepared in readiness of the new Clerk. Councillor Sullivan confirmed that all passwords had been provided and were in the handover in the handover folder. It was suggested that the passwords should be held by a second councillor for safe keeping and it was agreed by the Councillor Slater would hold these.
4. The Chair suggested all the passwords should be held by a second Councillor for safe keeping and it was agreed Councillor Slater would hold these. The Chair a suggested all the passwords should be changed ASAP, and the council should look to take the management of the website and amend as necessary following the revelation from the public forum. The same should apply to the Saxtead parish clerk's email account which should be monitored by one of the Councillors whilst a new Clerk is sought. All in favour of changing passwords and for the Deputy Clerk to change them starting with Clerks email Account, Bank account, SALC and Website passwords with the Bank password being the most urgent.
5. **Interview Panel discussed:** Chair announced that he would be unable to attend the Clerks interviews planned for the week commencing 7th October. away for two weeks so would rather not be on the interview panel. Therefore, not to cause a delay to appointment of a Parish Clerk, it was proposed that Councillor Shepherd should be the Third interviewer.
6. **Elected Interview Panel:** All were in favour for Councillors Sullivan, Slater and Shepherd to be on interview panel on behalf of the Council.
7. Councillor Sullivan was nominated by the Chair and Councillor Shepherd seconded.

8. Councillor Slater was nominated by the Chair and seconded by Councillor shepherd.
9. Councillor Shepherd was nominated by the Chair and seconded by Councillor Slater.
10. **Candidates**, the Chair advised that all had been contacted and informed that they would be contacted to arrange an interview following this meeting. During the meeting the Chair forwarded these communications to the designated interviewed to enable them to contact all applicant's which councillor Sullivan agreed to action immediately after the meeting.
11. **Proposed Dates of Interviews:** it was agreed that subject to availability, the interviews would be held on Monday 7th October at The Old Mill House Pub. The Chair felt that at least an hour for interview. Alternate dates would be agreed should candidates be unable to attend on Monday 7th. Subject to responses. The interview panel agreed on an alternative date of Friday 11th October at 6pm.
12. **Pay scale**, A discussion was held regarding the appropriate pay rate to be proposed, and it was agreed that this should be discussed with each applicant and be considered post interviews as part of the overall decision-making process.
13. **Proforma for interviews:** The Council agreed, Councillor Sullivan would prepare interview pro-forma to be used when interviewing the Candidates and this would be emailed to all Councillors for comment and approval. and email to council members. All members of council have received pay scale.
14. **Post Interview Process:** It was agreed that the preferred scenario would be for the new clerk to be appointed in time for the next council meeting on 7th November and as such a further Extra ordinary meeting may be needed to decide on the successful applicant.

Meeting closed at 19.49.

The minutes have been completed by Councillor Sullivan who believes this is a truthful account of the meeting on 3rd October.

Signed: Mrs E. Sullivan Chair / Councillor Shepherd.

Date: 07/10/2024