

BURTON BRADSTOCK PARISH COUNCIL

Chair: Cllr Lisanne Mealing

EXTRAORDINARY MEETING MINUTES

Minutes of the Extraordinary Meeting of Burton Bradstock Parish Council held on
Tuesday 4th April 2023 commencing at 6.00pm
The Reading Room, High Street, Burton Bradstock, Bridport DT6 4QA.

Present:

Councillors: Lisanne Mealing (*Chair*)
Joan Allen
Alison Hawes
Derek Rigby
Graham Skinner
Bob Ward (*via Zoom*)

Officers: None

Public: None

23/4/1 Welcome from The Chair

Cllr Mealing welcomed everyone to the extraordinary meeting.

23/4/2 Apologies for Absence

Apologies were received and accepted from Cllr Mike Henderson.

23/4/3 Declarations of Interest and Grants of Dispensation

- i. There were no declarations of interest made. Councillors to declare an interest at the time should the need arise.
- ii. There were no written requests for dispensations and no grants of dispensation were made.

23/4/4 Comments or Statements from Members of the Public or Press

No public present.

23/4/5 To consider entering into a closed session of council due to the nature of business being considered

Approved - Pursuant to S 1(2) of the Public Bodies (Admission to Meetings) Act 1960 council resolved to enter a closed session due to the confidential nature of business being discussed.

23/4/6 To consider the proposal for temporary Locum Clerk ahead of recruiting for a permanent position

Approved - Council resolved to agree the recommendations made in the confidential report about Locum cover, proposing Mrs Joanne Hughes as Temporary Locum Clerk. Appointment to be on a self-employed basis rather than PAYE, such rate to reflect this status and the spinal column level previously agreed for the Clerk. A term of around 6 months is likely to be

Chairman's Signature:

03/05/2023

needed to allow time for end of financial year and helping the council to return to work on its Village Plan.

23/4/7 To consider the proposal for temporary Responsible Financial Officer ahead of recruiting for a permanent position

Approved - Council resolved to agree the recommendations made in the confidential report about Locum cover, proposing Mrs Michele Harding as Temporary Locum Responsible Financial Officer. Appointment to be on a self-employed basis rather than PAYE, such rate to reflect this status and the spinal column level previously agreed for the Responsible Financial Officer. A term of around 6 months is likely to be needed to allow time for end of financial year and helping the council to return to work on its Village Plan.

23/4/8 To consider any additional items or actions resulting from the temporary Locum arrangements

Approved - Council resolved that the roles of Clerk and RFO to not exceed 60 hours work combined in any month without prior Council approval. Council also resolved to carry forward actions discussed as a result of the temporary locum arrangements. Communication to take place between Clerk, RFO and Chair on how this should work going ahead. Mrs Hughes to be invited to the April meeting to begin role as Clerk, Mrs Harding to attend via Zoom.

A staffing committee/recruitment panel of 3 councillors was agreed - Bob Ward, Alison Hawes and Nichola Riches all were proposed and accepted.

23/4/9 To consider re-opening the meeting for the participation of the public and press

Approved - Council agreed the re-opening of the meeting on conclusion of the confidential matters.

23/4/10 To consider the appointment of the Proper Officer on an interim basis

Approved - Council agreed the interim appointment of Mrs Joanne Hughes to the role of Proper Officer.

23/4/11 To consider the appointment of the Proper Officer on an interim basis

Approved - Council agreed the interim appointment of Mrs Michele Harding to the role of Responsible Financial Officer.

23/4/12 Meeting Closed

Meeting closed at 7.00pm.

Signed: L Mealing

Dated: 3rd May 2023