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Chelmondiston Parish Council

Chairman: Cllr Rosie Kirkup

Parish Clerk: Mrs Jill Davis e-mail: clerk@chelmondistonpc.info

CHELMONDISTON PARISH COUNCIL

**MINUTES of the EXTRAORDINARY GENERAL MEETING held in the VILLAGE HALL
on TUESDAY 18 July 2023 at 7.00PM**

Present: Cllrs Barwick, Beacon, Cordle, Keeble, Kirkup, Lyrick, Melville, Price, Stevens.

0 members of the public were present from 7.00pm.

The Clerk was not in attendance so minutes were taken by the Cllr Price.

1. Welcome

The Chairman welcomed all present and read out the notice regarding recording/filming/photographing the meeting.

2. Apologies for Absence:

Received from Councillor Ward. The Council voted unanimously to accept their apologies.

3. Dispensations and Declarations of Interest:

Cllrs Kirkup & Melville know-proposed temporary clerk in item 5.

4. Handover from the current Clerk and her departure date.

It was proposed that Jill Davis' request to terminate her employment as Clerk/RFO on 31st July 2023 be agreed, that outstanding pay for month of July, holiday for the year to date, and working from home expenses be paid in the usual way after approval at the August Parish Council meeting and that Jill Davis should arrange to have handover on or before 25-July with temporary Clerk named in item 5 to receive Chelmondiston Parish Council property witnessed by Councillor Cordle. Date to be confirmed between incoming temporary Clerk and leaving Clerk but to be within one week of this Council meeting. The Council expressed concerns over the requested overtime payment. Chairman Kirkup to draft letter to be provided to leaving Clerk. Quorum to perform inventory of received items from departing clerk after the handover has taken place. Proposed by Cllr Kirkup, Second by Cllr Barwick. **8 in favour, one abstained.**

5. Appointment of temporary Clerk.

Proposal to appoint Jo Hazlewood as temporary Clerk and proper officer for a period of up to three months. Payroll to be done through **SALC** and specifics (BACS payments etc) details to be arranged. It was noted that for the permanent vacancy 5 application forms received, 2 of them interested in joint job, with others interested in one or the other of the roles. Specifics to be discussed during next council meeting and placed on agenda. The role of interim RFO to be added as an agenda item for August meeting.
(Proposer: Cllr Kirkup, second: Cllr Cordle, vote: all in favour)

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**DATE OF NEXT PARISH COUNCIL MEETING : WEDNESDAY 02 AUGUST 2023
TO BE HELD IN THE VILLAGE HALL AT 7.30PM**

There being no further business, the Chairman closed the meeting at **19.43 pm**.

(Minutes Compiled by Cllr Christopher Price in the absence of the Clerk.)

Signed:.....R Kirkup.....

Dated:.....02 August 2023.....