

Halton Holegate Parish Council

MINUTES OF THE HALTON HOLEGATE PARISH COUNCIL EXTRAORDINARY MEETING HELD ON 24 FEBRUARY 2022 AT 19:30

Present:

Councillors

Cllr. Mr D J Sisson – Chairman
Cllr. Mrs C A Holmes -Vice Chairperson
Cllr. S Andrew
Cllr. R Oliver
Cllr. T Robson

A Minutes Silence was held in remembrance of the Clerk, Mrs Christine Newton

1 Apologies for absence

None

Absent Cllr. J Grant

2. Declarations of Interest

None

3. Resolution – due to the sensitive nature of the business of the Meeting, it was proposed that it should be conducted in closed session (Proposed Chair. Seconded V Chair)

Agreed unanimously.

4. Update on current status with matters since the sad sudden death of the Clerk and to seek Council instruction Cllr. D J Sisson

All papers, files, passwords, laptop, printer, filing cabinet etc. have been collected. ELDC and LCC informed. Lloyds Bank informed. Auditor V Clark, Ladybug Services, LALC, Clerks and Council Direct – all informed. ELDC election poster for 3 March 2022 ELDC Ward election has been posted in noticeboard.

New email contact address HHPCclerk@outlook.com on noticeboard and previous Clerk's email address no longer active. This new address will be monitored by the Chair in the short term.

5. Personnel – Control of HHHPC matters and acting Clerk/RFO (Chair and V Chair)

Proposed by Cllr. R Oliver, Seconded by Cllr. T Robson that Cllr. D J Sisson and Cllr C A Holmes should deal with matters in short term informing all Councillors of any matters as soon as possible.

6. Final Payments for Mrs. C Newton and notifications to relevant parties – Cllr. C A Holmes

It was explained that outstanding wages and any holiday pay pro rata would need calculating and paying, plus any monies outstanding from the 1 April 2021 national pay rise. (No national agreement accepted as of this time) Cllr. S Andrew agreed to support with his knowledge of HMRC “Basic Tax Tool”

DJS 10.3.2022

Other financial matters – Victoria Clark (auditor) to be contacted reference VAT and end of year accounts.

7. Appointment of temporary Clerk

Offers of help had been received and acknowledged and Cllr. D J Sisson was given the go ahead to investigate further.

Cllr. T Robson offered to take on reviewing all Policies and Standing Orders and this offer was accepted with thanks.

Action: Cllr. C A Holmes to forward all the relevant documents to her.

8. Appointment of permanent Clerk/RFO (timescale)

Discussed job advert, job description, person specification, hours, salary range where to advertise, shortlisting etc. Interview Panel (3) and location of interview.

Agreed Cllrs. D J Sisson, C A Holmes and R Oliver would be the Interview Panel personnel and Cllr. T Robson would be reserve.

Cllr. D J Sisson would deal with the job advert and the posting of and circulation.

9. Draft Minutes from 13 January 2022 Meeting and papers for 10 March 2022 scheduled Meeting

Scheduled Meeting to go ahead and Agenda discussed.

Action: Cllr. S Andrew agreed to check the ELDC Planning Portal.

{Minutes written by Cllr. C A Holmes due to the sudden death of the Clerk Mrs. C Newton)

D.J. Sisson

10.3.2022