

HARTWELL PARISH COUNCIL

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Minutes of Hartwell Parish Council's Extraordinary Meeting held 25th January 2018 at 7.30pm at The Lounge, Hartwell Community Centre, School Lane, Hartwell

Present: Parish Councillors Deborah Barker (Chairman), George Jones, David Heron, Graham Harris & Hester Gallen

022/2018	Appointment of Vice Chairman. Resolved Councillor Harris appointed by unanimous decision
023/2018	To receive and approve apologies for absence.
024/2018	To receive declarations of interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).
025/2018	Approval and signature of the minutes of the Executive Planning Committee Meeting of 11/01/2018. Resolved: Minutes were approved as drafted and signed by Chairman
026/2018	Approval and signature of the minutes of the Parish Council meeting of 11/01/2018 Resolved: Minutes were approved as drafted and signed by Chairman
027/2018	Public participation session will take place. No members of the public present
028/2018	Correspondence/communication – to consider any received as listed below and/or prior to meeting.
a)	Email received on 12 th January from Councillor Scott Turner, formally resigning from the Parish Council Resolved: Councillors would like to thank Councillor Turner for his service to the Parish Council
b)	Email received on 12 th January from Councillor Steve Dawson, formally resigning from the Parish Council Resolved: Councillors would like to thank Councillor Dawson for his service to the Parish Council
c)	Letter received on 12 th January from Councillor John Budden, formally resigning from the Parish Council Resolved: Councillors would like to thank Councillor Budden for his service to the Parish Council
029/2018	Staffing
a)	Councillors to consider setting up a Staffing Committee. Resolved: to set up Staffing Committee
b)	Councillors to consider Terms of Reference for a Staffing Committee. Resolved: Terms of Reference agreed
c)	Councillors to elect officers to Staffing Committee. Resolved: Councillors Barker, Heron and Gallen elected
d)	Councillors to consider recruiting an interim officer whilst a permanent replacement is sought. Resolved: Councillors agreed to recruit an existing Parish Clerk as interim officer for a minimum of 12 weeks, working up to 15 hours a week at their existing pay rate. Advertisement agreed. Advertisement will be posted on Parish Council notice boards and website and circulated to local councils.
030/2018	Finance
a)	Councillors to elect an Internal Financial Controller. Resolved: Councillor Jones elected
b)	Councillors to consider banking arrangements. Resolved: Cheques will be signed by Councillors Barker and Harris
c)	Councillors to consider Rialtas Annual Forward Budgets upgrade. Resolved: No action required. Rialtas have installed upgrade free of charge.
d)	Councillors to consider Rialtas Year End Accounts Closedown Service. Resolved: Councillor Barker to obtain further information if need is proven quote will be accepted
031/2018	This part of the meeting excluded the public and press as provided in Section 1(2) of the Public Bodies Act 1960. Resolved: Clerk's pay grade was increased to LC2 SCP 27. Letter for the clerk was approved. Staffing Committee will draw up reference for the clerk.
	Meeting closed 8.15pm
032/2018	Items for next agenda Cemetery Safety Inspection Report