HEADLEY PARISH COUNCIL

Minutes of the Extraordinary Full Council Meeting held on Monday 4 April 2022 at 7.30pm at Church Centre, High Street, Headley.

Present:

Cllr Deborah Chamberlain (Chairman)
Cllr Sue Bettins
Cllr Virginia Evers
Cllr Paul Tansley
Cllr Tony Williamson
Cllr Anthony Williams (Vice-Chairman)
Cllr Lesley Coombes
Cllr Andrew Luff
Cllr Rita Stubbings
Cllr Jim Wood

In attendance: Mrs Melanie Wathen (Clerk & Executive Officer)

Also present: 0 Members of the public

C300/21 **Apologies for absence**

Apologies were received and accepted from Cllr Peter Ellens.

C301/21 **Exclusion of Press and Public**

RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

C302/21 **Appointment of a Clerk & Executive Officer**

It was noted that there was now no appointment to be made as the chosen candidate had withdrawn their application.

RESOLVED: To change the job title to Executive Officer/Parish Clerk
Allocate a budget of £1000 to advertise the position. This could include online sites as well as Local Government body sites.
Current Clerk to prepare a list of tasks that will need to be covered until a new Executive Officer/Clerk is in position.

C303/21 **Appointment of a Clerical Assistant**

RESOLVED: Not to appoint to this position until a new Executive Officer/Clerk has been appointed.

There being no further business the meeting closed at 7.55pm.

Signed……date……

Chairman signature……. Date……