**DRAFT Minutes of the meeting of the Extraordinary Council meeting held in the Anzac Room, Community House, on Tuesday 25th July 2023 at 6.00pm**

**Present:** Cllr David Seabrook (Chair), Cllr Isobel Sharkey (Vice Chair), Cllr Mary Campbell,

Cllr Kiera Gordon-Garrett, Cllr Cathy Gallagher, Cllr Sherral Wood, Cllr Ian Alexander,

Cllr Wendy Veck, Cllr Paul Davies, Cllr Sue Griffiths, Cllr Nikki Fabry, Cllr Jude Smith,

Cllr Claude Cheta, Cllr Lee Ashby-Parkin, Cllr Aimee Harman.

Town Clerk, Tony Allen.

Two members of the public were in attendance to observe the meeting.

**C1073 MAYOR’S/CHAIRMAN’S ANNOUNCEMENTS.**

The Chairman welcomed everyone to the meeting and covered the housekeeping items.

**C1074 PUBLIC SESSION.**

No items.

**C1075 TO APPROVE APOLOGIES FOR ABSENCE.**

It was resolved to accept apologies from Cllr Norcott-Jones, Cllr Donovan & Cllr Smith.

**C1076 TO RECEIVE DECLARATIONS OF INTERESTS.**

Cllr Seabrook as a member of the recruitment panel for the new Town Clerk.

**C1077 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 11th JULY 2023.**

It was resolved to accept the minutes as a true record.

[All members of the public left the meeting].

***In accordance with Standing Order 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the business to be transacted, the public and press are excluded from the discussion of the following items:-***

[Cllr Seabrook vacated the Chair. It was resolved that Cllr Veck takes the Chair for the next item].

**C1078 TO RECEIVE A REPORT FROM THE PERSONNEL COMMITTEE & THE CLERK REGARDING THE APPOINTMENT OF A NEW TOWN CLERK.**

The Clerk’s report was received and noted.

Cllr Seabrook reported on the process followed by the recruitment panel, its actions and the outcomes from the process.

Options going forward were discussed, including any impact on current staff members.

[18:17 – Cllr Sharkey & Cllr Gallagher joined the meeting]

Cllr Gallagher gave a supplementary chronological report on the process followed by the recruitment panel, reports at meetings, the panel’s actions, records file kept and the outcomes from the process.

It was reported that ESALC had been consulted throughout the process and had advised that the interview panel was sufficiently experienced to proceed without his presence, or that of an experienced Clerk.

Further options going forward were discussed.

[Cllr Seabrook returned to the Chair].

**C1079 TO AGREE THE IMMEDIATE RETENTION OF A LOCUM CLERK & OR RFO TO FACILITATE THE HANDOVER FROM THE CURRENT TOWN CLERK.**

Cllr Gallagher reported that ESALC had identified a suitably experienced locum Town Clerk & RFO and gave outline details of the person concerned.

The Chairman highlighted the urgent need for Council to take action, in view of the current Town Clerk’s impending departure, noting that there is no spare capacity within the current staffing team, and that the retention of the locum identified by Trevor Leggo seemed to be the best solution.

Timescales, costs and the effect on the current staffing team and projects were discussed.

It was noted that the Council needs to take firm action at its September 2023 meeting, to ensure the swift recruitment of a permanent Town Clerk & RFO; Personnel Committee to develop options and proposals.

It was resolved to use the locum Town Clerk & RFO identified by ESALC to cover the handover from the current Town Clerk & RFO and the interim period until a new Town Clerk & RFO are employed; to start as soon as possible and to be engaged for a maximum of 30 hour/week.

**C1080 DATE OF NEXT MEETING – Tuesday 19th SEPTEMBER 2023 AT 7.30PM.**

*There being no further business the meeting ended at 18:47.*