**DRAFT Minutes of the meeting of the Extraordinary Full Council meeting held in the Anzac Room, Community House on Thursday 23rd November 2023 at 7.30pm**

**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 Sue Griffiths, Cllr Debbie Donovan, Cllr Nikki Fabry, Cllr Aimee Harman, Cllr Claude Cheta, Cllr Lee Ashby-Parkin.

**Officers**: George Dyson (Town Clerk), Zoe Malone (Responsible Financial Officer).

3 members of the public were in attendance.

**C1131 MAYOR’S/CHAIRMAN’S ANNOUNCEMENTS.**

The Chair opened the meeting at 19:31, went through the building fire procedures, asked that phones be put onto silent, the Chair then informed the Council of the following:

• Carol Concert is tomorrow (Friday 24th November) in the Main Hall at Community House, starting at 4pm.

• Children’s Christmas Party is Friday 15th December, 5 – 7pm.

• Mayor’s Christmas Afternoon Tea is Wednesday 20th December, 2 – 4.30pm.

• Next Bingo is 13th December, 2 – 4 pm in the Anzac Room.

• Next Cinema is 24th January, 7:30pm, showing The Great Escaper.

**C1132 PUBLIC SESSION. Members of the public may ask questions on any relevant Council matter.**

A member of the public requested that members please speak up when talking as he was struggling to hear the Chair.

**C1133 TO APPROVE APOLOGIES FOR ABSENCE.**

Apologies were received and accepted from Cllr Davies, Cllr Veck, and Cllr Norcott-Jones.

**C1134 TO RECEIVE DECLARATIONS OF INTERESTS.**

There were no declarations of interest.

**C1135 TO ADOPT THE PUBLIC MINUTES OF THE PREVIOUS COUNCIL MEETING HELD ON THE 7th November 2023**

Proposed by: Cllr Griffiths Seconded by: Cllr Wood

The Council **resolved** to **adopt** the minutes of the 7th November 2023.

**C1136 TO APPROVE THE RECOMMENDATIONS OF THE GRANTS SUB-COMMITTEE**

It was proposed that the recommendations of the Grants Sub-Committee be agreed.

Proposed by: Cllr Fabry Seconded by: Cllr Donovan

The Council **resolved** to **agree** to this proposal.

**C1137 TO CO-OPT A COUNCILLOR TO FILL THE CASUAL VACANCY IN WEST WARD**

*The Chair suspended Standing Orders to allow the candidates to introduce themselves to the Council.*

The Candidates introduced themselves to the Council and explained why they would like to become Councillors. The Council then asked questions of the candidates.

In favour of Alison Standing to be Co-opted: Cllrs Gallagher, Sharkey, Fabry, Alexander, Donovan, and Cheta.

In favour of Simon Studd to be Co-opted: Cllrs Harman, Griffiths, Gordon-Garrett, Seabrook, Wood, Campbell, and Ashby-Parkin.

The Council **resolved** that Simon Studd be co-opted to fill the casual vacancy in West Ward.

Mr Studd completed the declaration of acceptance of office form, which the Clerk presented and signed, the newly Co-opted Cllr Studd then joined the table.

*Standing Orders reinstated.*

**C1138 DATE OF NEXT MEETING – TUESDAY 19TH DECEMBER 2023 AT 7:30PM**

The next meeting was confirmed as Tuesday 19th December 2023 at 7.30pm.

 **C1139 TO RESOLVE TO EXCLUDE PRESS AND PUBLIC FROM THE FOLLOWING ITEMS**

Proposed by: Cllr Griffiths Seconded by: Cllr Campbell

The Council **resolved** to **agree** to exclude press and public from the remaining items.

*All public left at this point (19:54)*

**CONFIDENTIAL**

***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:-***

**C1140 TO DISCUSS AND AGREE GOING OUT TO TENDER FOR THE COMMUNITY HOUSE MAIN HALL AIR HANDLING UNITS**

Cllr Alexander raised some concerns that the specification needed expanding further and gave a number of examples of additional information that could be included.

The Council discussed additional factors that could be included and the importance of ensuring the tender paperwork is right.

It was proposed that the Council agree to go to tender, subject to amendments being made to the specification document considering points made by Councillors and on the provision of obtaining expert advice.

Proposed by: Cllr Griffiths Seconded by: Cllr Ashby-Parkin

The Council **resolved** to **agree** to this proposal.

*There being no further business the meeting ended at 20:09*