

**Minutes of Hatch Beauchamp Extra-ordinary Parish Council Meeting  
Held in the Village Hall on Tuesday 28<sup>th</sup> May 2019  
Commencing at 7:30 p.m.**

**Present:** Cllrs: D. Graham, G. Marsden, R. Fowler, T. Murphy, C. Noble, E. Reid, S. Young

**2688:** **To receive Apologies of Absence and approve reasons for absence:**  
No apologies received. All in attendance.

**2689:** **Declarations of Interest:**  
Cllr Fowler registered his interest in items 4 & 5. At this point Cllr Fowler offered his resignation which he felt would address any potential conflict of interest regarding his wife's expression of Interest to join the council as both a member and possible volunteer Clerk in an interim locum capacity. This would also mean there would be 3 member vacancies and 3 candidates.

The Chair opened Cllr Fowler's proposal to the members.

**RESOLVED:**

That the Council accepted the resignation of Cllr Fowler as member of Hatch Beauchamp Parish Council with immediate effect.

At this point Cllr Fowler left the meeting.

**2690:** **Approve minutes of the ordinary PC meeting held on 8<sup>th</sup> May 2019:**  
Minutes of the PC meeting held on the 8<sup>th</sup> May 2019 were approved as correct and signed by the Chair.

**2691:** **Co-option of new members to fill existing vacancies:**  
The 3 candidates are:

- ❖ Richard Elliott
- ❖ Christine Scott
- ❖ Pippa Fowler

Each candidate was asked to deliver a short presentation detailing their background, relevant experience and what they felt they could bring to the role of Councillor.

The candidates were then asked to leave the room whilst members voted on the co-option of all 3 candidates.

Discussion around whether a Member could also hold the office of Clerk and Responsible Finance Officer (RFO). Nothing in guidance/standing orders to say this could not happen. However, a Member could not receive payment whilst carrying out the duties of Clerk/RFO. It was agreed that all 3 were strong candidates.

Cllr Marsden therefore proposed all 3 candidates, which was unanimously approved.

**RESOLVED:**

That Richard Elliott, Christine Scott & Pippa Fowler be co-opted onto the council to fill its existing 3 vacancies.

At this point all 3 new members were asked to join the council to participate in the remaining agenda items.

**2692:**

**Clerk's vacancy / Interview:**

The chairman proposed that at this point members of the public leave the room as this agenda item would include discussion an employment matter. Members of the public then left the room.

Cllr P. Fowler has volunteered to cover the impending Clerk / RFO vacancy whilst the council carry out an official recruitment exercise. The vacancy has been advertised on the SALC website with a closing date of 30<sup>th</sup> June.

The Council would need to appoint Cllr Fowler in a locum capacity and for an interim trial period. Cllr Fowler would need to formally apply for the role of Clerk/RFO if she wished to be considered for the role in a permanent capacity. However, this would need to continue as a "non-salaried" position due to Cllr Fowler having also been co-opted onto the council as a Member.

It was mutually agreed that if Cllr Fowler were to be appointed as a locum this would be treated as a 3 x month trial period. This would give both Cllr Fowler and the members an opportunity to see how the joint position of Clerk/RFO and council Member worked in practice.

Cllr Fowler confirmed she would be happy to continue in a permanent unpaid capacity as Clerk/RFO if, after the closing date, it was agreed she was the most suitable candidate for the position.

Cllr Fowler was then asked to leave the room whilst the members discussed the proposal and to vote on the way forward.

All members felt this was a fairly unique situation and therefore the proposal of a 3-month trial period, whilst the council go through the official recruitment process, was a sound one. This would give both Cllr Fowler and the members an opportunity to see how the situation (in particular how potential issues of conflict of interest) could be handled.

Cllr Graham therefore proposed that Cllr P.Fowler be offered the role of unpaid Clerk/RFO in a locum capacity for a 3-month trial period whilst the council go through the recruitment process. Members unanimously approved this proposal.

Cllr Fowler was then asked to re-join the council and was offered the position of Clerk/RFO in a locum capacity for a trial 3 x month period. Cllr Fowler confirmed she was happy to accept the position of Clerk/RFO under these conditions at this point.

**RESOLVED:**

Cllr P. Fowler be appointed as an interim unpaid Clerk/RFO in a locum capacity for a 3-month trial period.

Handover period with existing Clerk to be mutually agreed by both, with an aim for Cllr Fowler to take over the role in time to prepare and minute the next PC meeting on 10<sup>th</sup> July.

**2693:**

**Code of Conduct, Meeting Procedures, Issues relating to Chairmanship:**

The Chair stressed the importance of new members making themselves aware of the Standing Orders and Code of Conduct.

Vice Chairman Marsden particularly stressed that both new and existing members make themselves aware of expected behaviour and conduct during meetings.

**ACTION:**

Clerk to distribute the Code of Conduct, Standing Orders and future meeting dates to the 3 newly co-opted members.

There being no other business, the meeting ended at 8:35 p.m.

Signed.....

Dated.....