

# CHURCHAM PARISH COUNCIL

c/o Mount Pleasant, Viney Woodside, Gloucestershire, GL15 4LX

Email: clerk@churchamparishcouncil.org.uk Tel: 01594 516 660

## DRAFT Minutes of Extraordinary Meeting of the Parish Council

Tuesday 18<sup>th</sup> February 2020 at 8.45pm in Churcham Primary School

1. To receive apologies for absence

1.1. Cllr. King sent her apologies. *Cllr. Price emailed apologies prior to the meeting but these were not received in time to be acknowledged.*

2. To receive and consider declarations of interest & written requests for dispensation

2.1. There were none.

*A resolution was passed excluding all members of the press & public from this meeting due to issues of confidentiality*

3. To discuss and agree the recruitment of a new Clerk and Responsible Financial Officer

3.1. It was acknowledged that the current Clerk/RFO had resigned [leaving date confirmed as 12 March 2020] and it was **RESOLVED** that a new Clerk & RFO would be recruited, and that the vacancy would be advertised at several locations e.g. GAPTC, noticeboards etc. It was agreed that a Locum Clerk & RFO would be used if necessary.

4. To appoint a councillor as acting Responsible Financial Officer (RFO) to start on the day after the current RFO's leaving date

4.1. It was **RESOLVED** that Cllr. Price would be acting Responsible Financial Officer.

5. To appoint a councillor as acting Clerk to start on the day after the current Clerk's leaving date

5.1. It was **RESOLVED** that Cllr. Price would be acting Clerk.

The meeting closed at 9.10pm