

Swafield and Bradfield Parish Council

Minutes of Extraordinary meeting of Swafield and Bradfield Parish Council
Held at Swafield Village Hall Tuesday 13th September at 7.00pm

Present: Cllr Alexander (Chairman), Cllr Hook, Cllr Amies, Cllr.Bullock and Cllr Standing
In attendance: one member of public and Ms R Calvert (prospective locum clerk)

1. Apologies
Apologies for absence were received and accepted from Cllr. Clabon and Cllr.Starling
2. To appoint member to take minutes
It was agreed that Cllr Standing would take the minutes of this meeting
3. To receive declarations of interest - None were received
4. To consider exclusion of public
It was agreed as staffing matters were to be considered to close the meeting to the public. The member of the public and Ms Calvert retired.
5. To note receipt of Clerk's resignation
The council noted and regretfully accepted the Clerk's letter of resignation. It expressed its gratitude for the 10 years of exceptional service Julie Chance had given to the Council and wished her all the best in her future endeavours.
6. To consider appointment of a Locum Clerk and approve terms and conditions
It was agreed to accept Ms Calvert as its Locum Clerk with effect from 13th September 2016 and agreed to the terms and conditions set out in her application.
7. To open meeting to the public
It was agreed to open the meeting to the public. The member of the public and Ms Calvert returned.

Ms Calvert took a seat at the council table and assumed her Locum duties.
8. To consider purchase of office equipment
It was agreed the council should purchase its own equipment. It was noted that initially a laptop computer, scanner/printer and software would be required. The Clerk would research costs and grants available under from NALC Transparency Code Fund 2016-17.

Cllr Amies arrived 7:25 pm
9. To note items for next meeting on the 27th September 2016
Various items were mentioned as requiring further discussion and the Clerk made due notes.
10. There being no further business the chairman closed the meeting at 7.30pm.

Approved

Date