

Minutes of the extra ordinary Parish Council meeting held in the Community Hall on Wednesday 27th March 2024

Present:	Cllr Nicola White (Chair)	Cllr Richard Lewis (Vice-Chair)
	Cllr Catherine Hammon	Cllr Mark Richardson
	Clerk: Jane Allsop	Mrs Abigail Brown
Members of public	None.	

1. Apologies for absence

Apologies: Cllrs Darren Appleby, Michael Brooks, Annabel Kirk, and Emma Waltham.

2. Public participation

None.

3. Chair's/Clerk's report

- **Consultancy work** - Cllr White proposed that Jane Allsop be paid half a month's salary, at her current rate of pay, for consultancy work to help Abigail Brown in her new role as Clerk.
Cllr Lewis seconded the motion and Cllrs Hammon and Richardson were in favour.
- **Parish Council Vacancies** - Cllr White said that the Parish Council need to meet with the applicants who have shown an interest in being co-opted onto the Parish Council. She agreed to progress this forward.
Action: N. White
- **Vote of thanks**
Cllr Hammon proposed a vote of thanks to the Clerk, Jane Allsop, for her 31 years of service to the Parish Council. Cllr Lewis seconded the motion and Cllr White and Richardson were in favour.

4. Declaration of interests

None.

5. Minutes of the last meeting.

a) Acceptance

- **Minutes of the Parish Council meeting held on Tuesday 12th March 2024**
Parish Councillors agreed that the minutes be approved and signed.

6. Appointments

Mrs Abigail Brown has accepted the Parish Council's offer of employment and will be formally appointed as Clerk to the Watton-at-Stone Parish Council on Friday 29 March 2024.

- **Proper officer of the Parish Council**
Cllr White proposed that Mrs Abigail Brown be appointed Proper Officer of the Watton-at-Stone Parish Council on the appointed day, 29 March 2024.
Cllr Lewis seconded the motion and Cllrs Hammon and Richardson were in favour.
- **Responsible Financial officer of the Parish Council**
Cllr White proposed that Mrs Abigail Brown be appointed Responsible Financial Officer of the Watton-at-Stone Parish Council on the appointed day, 29 March 2024.
Cllr Richardson seconded the motion and Cllrs Hammon and Lewis were in favour.

Cllr White to draft an article about the above appointments for posting on the Parish Council website and Facebook page.

Action: N. White /A. Brown

7. Bank signatories

Cllr White proposed that Mrs Abigail Brown be made a signatory on all Santander accounts.

Cllr Lewis seconded the motion and Cllrs Hammon and Richardson were in favour.

As agreed at the Parish Council meeting held on 12 March, Mrs Jane Allsop to be removed as a signatory on all Parish Council and Community Hall bank accounts.

Santander have failed to remove John Meischke and Christine Dinnin from the Community Hall's current accounts and Christine Dinnin from the Community Hall Trust account. The Clerk to arrange for the necessary forms to be completed and signed to rectify these discrepancies.

Action: J. Allsop / A. Brown

Meeting closed: 2000.

The date for the next Parish Council meeting is Tuesday 9th April 2024.