

Please note these are draft minutes of the meeting until confirmed as a true record by the Parish Council

Minutes of the Extraordinary meeting of Hundleby Parish Council held on 27th September 2024 at 7pm at the Parish Rooms Hundleby.

Present: Cllr Lynette Corten-Miller (Chair)

Cllr Robert Bell Cllr Philip Maddison Cllr Ruth Birkin
Cllr Christine Parker Cllr Malcolm Dales Cllr Tilsley

Also Present: Mr Joseph Roberts

271. Apologies for Absence

No apologies received.

272. Declarations of interest under the Localism Act 2011

No declarations of interest were declared.

273. Clerks letter of resignation

It was **Resolved** to accept the clerk's letter of resignation, and Cllr Tilsley passed on the Council's thanks to the Clerk for their work.

274. Clerk's replacement recruitment process

It was **Resolved** to accept Cllr Tilsley's (Chair of HR Committee) recommendations that the Clerk vacancy would be published on the website, through LALC and through Social media. The post will be advertised with no closing date, the Human Resources Committee will lead on the recruitment process and will conduct the relevant interviews and will recommend the preferred candidate to full Council.

275. Closed session

It was **RESOLVED** to move into closed session, the Chair asked the Clerk to leave the room, Cllr Birkin volunteered to take over as temporary clerk for the remainder of the closed session.

276. Clerk leaving date, notice period and annual leave entitlement

It was **RESOLVED** to accept the Clerks leaving date of 30th September, and to approve a payment of £615.75 in holiday entitlement which is owed to the clerk in lieu.

277. Temporary clerk cover

It was **RESOLVED** the Parish Council will provide its own temporary cover, and Councillors will cover the Clerk's workload until a replacement clerk is appointed.

Meeting was **closed** at 8:00.