

Gargrave Parish Council

Minutes of Extraordinary Meeting held on Wednesday 13th December 2023 at 7.00 pm in the Match Room, Village Hall, Gargrave

Present: Cllrs Steve Coetzer (SC), Janet Sugden (JS), Martin Banks (MB), Karen Hunter (KH) and Gregory L Butt (GLB), Chris Hoskin (CH), David Shuttleworth (DS) and Alan Sutcliffe (AS)

1. Receive Apologies and Reasons for Absence:

Cllr. Chris Derek Steele – Prior commitments

2. Receive Declarations of Interest

Nothing declared.

3. Consider the vacancy of the Clerk:

SC - informed the meeting that earlier in the day he did have a conversation with Kath asking if she was sure about her resignation and if she wanted to withdraw it she could do so and he would advise the Cllr's at the meeting later at the meeting. Kath was sure and did not wish to withdraw her resignation.

It was agreed by all that we should fill the role of the Clerk as soon as possible..

SC - explained to the meeting the 3 options available to the Parish Council;

- I. Fill the vacancy of the Clerk role as soon as possible by advertising on our website and also via YLCA. YLCA have a charge of £15 and will advertise the vacancy for as long it takes to fill. It was also discussed that this could be a Clerk who may work for a few local Parish Councils.
- II. In the period of there being no Clerk we could use a Locum Clerk from the list YLCA provided. He also explained that they would be self-employed and would charge an hourly rate which could be expensive.
- III. We could use a Locum via SLCC (Society of Local Council Clerks) however this could be more expensive.

All were in favour of 1 and 2 above as such we would ask YLCA to include the vacancy in their weekly bulletins and place an advert on the notice board and the website. We would also contact Ms Safia Kauser the locum on the list for Yorkshire.

SC - Pointed out that contacting Ms Kauser could cause a conflict in interest if she is willing to fill the position as a Locum as she is our appointed Auditor MB and JS agreed. All in favour of MB making enquiries.

4. To Appoint a Proper Officer:

SC-outlined the role of the Proper Officer in detail and went through responsibilities of the Proper Officer as per the document he received from YLCA and circulated prior to the meeting.

Cllrs were then asked to nominate and vote on appointing a Proper Officer. GLB did say he was happy to do it but given his tenure on the Council it could be a bit premature.

A discussion took place, and all were in favour of the Chair taking responsibility as The Proper Officer as has spent the most time with the Clerk during the year and understood what she did on a day-to-day basis. The Chair did say that he hoped this would only be short term as appointing a new Clerk as soon as possible was important.

The meeting closed at 20:20