

BREWOOD AND COVEN PARISH COUNCIL

WITH BISHOP'S WOOD AND COVEN HEATH

MINUTES OF THE EXTRAORDINARY MEETING OF THE PARISH COUNCIL HELD IN THE COUNCIL OFFICES, STAFFORD STREET, BREWOOD ON WEDNESDAY 22nd JUNE 2022 AT 8.00PM

PRESENT:

Parish Cllrs. M. Alden-Court, J. Bradshaw, D.M. Holmes, J. Jeffries, M. Sambrook (Chair), D. Short, G. Sibley, M. Webb MBE.

APOLOGIES:

Parish Cllrs. P. Knight CBE (personal), A. Pupino (personal), W. Sutton (personal).

DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS AND REQUESTS FOR DISPENSATION:

No declarations of disclosable pecuniary interests were made.

MINUTES:

The minutes of the Staffing Committee Meeting held on 31st May 2022 were approved as an accurate record.

CRIME AND DISORDER ACT:

Section 17 of the Crime and Disorder Act, 1998 places a duty on local authorities to consider the crime and disorder implications when exercising its functions and to do all that it reasonably can to prevent crime and disorder in its area. Unless otherwise stated it is not considered that the resolutions to be moved herein will have any adverse impact for the purposes of the Crime and Disorder Act 1998.

In accordance with section1(2) of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be considered, the public and press were excluded from the meeting.

MATTERS ARISING:

54.1 Review the Procedure and System used for Payroll and Pensions.

Members considered the Parish Council procedure and system for payroll and pensions.

It was resolved, unanimous in favour that the administration of payroll be outsourced to Bradleys Ltd.

54.2 Training and Support for the new Assistant Clerk.

Members considered the training and support required in order to assist the new Assistant Clerk.

It was resolved, unanimous in favour that a 1 to 1 induction with Staffordshire Parish Council Association be arranged at a cost of £40.

54.3 Appointment of Responsible Financial Officer.

Members considered the appointment of an interim Responsible Financial Officer.

It was resolved, unanimous in favour that Mrs Margaret Birtles be appointed as interim Responsible Financial Officer from 1st July 2022 until such time as a new Clerk is employed.

It was further resolved, unanimous in favour that the Clerk contact South Staffordshire District Council to request the advertisement of the vacancy for Clerk to the Parish Council.

55. **CLERK'S REPORT:**

No report received.

ANY OTHER MATTERS OF REPORT:

There being no other matters to discuss, the meeting ended at 8.36pm.