



Kate Biggs
Clerk & Responsible Financial Officer
Claygate Parish Council
Claygate Village Hall
Church Road
Claygate
Surrey, KT10 0JP
Tel: 07741848719
Email: clerk@claygateparishcouncil.gov.uk

18th September 2023

Minutes of an Extraordinary Meeting of the Claygate Parish Council held at the Small Hall, Claygate Village Hall on the 7th September 2023 at 7.00pm.

Present:

Cllrs: Sue Grose (Chair), Gil Bray, Michael Collon, Tim Freeman, Geoff Herbert, Donna Holt, George Marcell, Hadleigh Moon, Janet Swift
No Parish Clerk was present.

The meeting was recorded in place of a clerk. The minutes have been written from this recording which in part was corrupted and no names were given at the moment of voting. Assumptions have been made from the voices on the recording.

- 1) Apologies for absence.
Apologies were received from Cllr Twells.
- 2) Declarations of Interest in items on the Agenda.

There were no declarations of interest.

- 3) To confirm the minutes of the Extraordinary Parish Council meeting held on 10th August 2023.

It was noted that in item 2. Leonard Richardson should read David Richardson.

The Committee resolved to Approve the minutes of the meeting held on 10th August 2023.

- 4) Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Council were asked to resolve that, because of the sensitive nature of the business to be transacted under Agenda item 6, To Approve/Not Approve the Appointment of, and Employment Contract for a Parish Clerk that the public and members of the press would be asked to leave the meeting during the consideration of this item due to confidential nature of the item.

The council moved into closed session.

- 5) To Approve/Not Approve the appointment of and Employment Contract for a Parish Clerk (previously circulated)

5) To Approve/Not Approve the appointment of and Employment Contract for a Parish Clerk (previously circulated)

Cllr Holt reported that Kate Biggs had verbally agreed to become the new Claygate Parish Clerk and had agreed to the contract circulated. If appointed she will be in position on Monday 11th September 2023.

The chair thanked Cllr Holt for her time and effort ensuring the process progressed smoothly.

Cllr Holt reported that the Claygate Parish Council (CPC) budget looked in a good condition as funds could be reallocated to cover the employment of the Locum Parish Clerk. It was noted that the full budget will be reported at the Parish Council meeting on Thursday 21st September 2023.

It was noted that CPC had received an invoice from ECB for the cost of running the Council Elections in May. It was proposed that this £12k invoice be now paid.

Proposed Cllr Grose and seconded Cllr Marcell. Agreed unanimously.

Cllr Grose moved to appoint the new Claygate Parish Clerk with the amended employment contract.

Proposed Cllr Holt and seconded Cllr Grose. Agreed unanimously.

Chairman.....

Date.....

[Handwritten signature]
[Handwritten date: Thu 5th Oct 2023]