



DRAFT Minutes FOR THE EXTRAORDINARY MEETING OF SOPLEY PARISH COUNCIL HELD ON
19th August 2021 at 7.30pm held in Sopley Parish Hall

Covid Guidelines were observed throughout.

Minutes were taken by Cllr Jane Ludford.

1. Apologies for absence were received from Cllr Emmel

Present were Chairman Rawstron, Cllr Eccles, Cllr Brake, Cllr Hacker, Cllr Shutler, Cllr Allen and Cllr Ludford.

2. The chairman confirmed that the meeting was quorate and there were no declarations of interest in respect of Agenda items.

3. To discuss cover during the clerk's period of absence including agreeing any locum clerk costs.

3.1 Due to the confidential nature of the business to be transacted, the motion to exclude the public and press was read by the Chairman. It was resolved that if any public or press were present, or if they should subsequently join the meeting, they would be asked to leave.

3.2 Chairman Rawstron informed the meeting that Sopley Parish Council needed to ensure ongoing business continuity and governance during the Parish Clerk's period of absence. Action: All Council Members to discuss the challenges and agree the way forward

3.3 It was resolved that Sopley Parish Council will:

- Source a locum clerk during the clerk's period of absence and that the financial cost should not exceed £20 an hour, for no longer than 14 hours a week. An initial period of "fact finding and assessment of work" will be paid for that may exceed these hours for the first week
- Retrieve all council property, necessary information and documentation required by the Parish Council and the locum to ensure business continuity. Action – Cllr Brake and Eccles to communicate with relevant parties, arrange collection of the above and relocate these to the council's office in Sopley Parish Hall.
- Redirect the Parish Clerk's email address to the locum appointed and retrieve the log in details.
- Suggest that the current voicemail on the Parish Clerk's home number is changed to redirect calls to the SPC office and then onto the appointed locum. Calls regarding Sopley Cemetery to be forwarded to Cllr Brake. A Sopley Parish Council mobile should be purchased for future use.
- Retrieve all details for the bank accounts and ensure the passwords are identified. Action - Cllr Shutler to liaise with the bank regarding the signatories.
- Identify and document the process for the cemetery business. If a guide does not exist, one will be drawn together. Ongoing cemetery business will be covered by Cllr Brake, in her capacity as Chairman of the Burial Board. Action – Cllr Brake and Cllr Eccles to obtain relevant information and retrieve all existing cemetery documents.
- Ensure handover of the keys to the notice boards
- Redirect responsibility to the locum clerk for the website, to ensure that it is up to date and contains all relevant information.

Meeting closed at 20.57 hrs

Date of next Full Parish Council meeting, Thursday 23rd September 2021 at 7:30pm.