

Minutes of the meeting of the Extraordinary Council Meeting held at 7:00pm Wednesday 11th June 2025 at the Braywood Memorial Hall

Present:

Bray Ward: Cllr M Pierce

Fisheries Ward: Cllr J Phillips

Holyport Ward: Cllr L Walters, Cllr D Wilson (Chairman)

Dedworth Ward: Cllr J Glover

Oakley Green and Fifield Ward: Vacant seat

Press: None present

Members of the public: None present

Clerk: Mrs. L Steele (Locum Clerk).

 = Resolution made

£ = Expenditure approved

025/2025

Chairman's request

That all mobile devices are switched to silent for the duration of the meeting. A reminder to all in attendance of the fire safety regulations for the venue of the meeting.

026/2025

Recording/Filming of the Meeting

It was noted that the meeting was not being filmed because the substantive items of business were to be conducted in confidential session.

027/2025

Apologies for absence, declaration of interests and dispensations.

Apologies received from Cllr. S. Cross, Cllr. K. Elvin, Cllr S Eginton, Cllr. J. Filipczak-Korczak Cllr. L. Kneen, Cllr M Parkinson, Cllr. N Pellew and Cllr. R. Tavinor. The apologies were accepted.

The Locum Clerk, Mrs Steele, declared an interest in agenda items 030/2025 and 031/2025 on the grounds she is a Director of LGRC Associates Ltd.

028/2025

Minutes from previous meetings 

The minutes of the Annual Meeting of Council held on Monday 19th May 2025 were approved.

029/2025

Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the public

The meeting resolved that under Section 1(2) of the Public Bodies (Admission to Meetings) Act, the public shall be excluded from the remainder of the meeting by reason of the confidential nature of the business to be transacted.

NOTE the discussion of the items below took place in confidential session but the resulting decisions and minutes are not confidential.

030/2025

Locum Clerk and Locum RFO 

030.001

The meeting considered an oral report from the Chair of the HR Committee.

Cllr Glover referred to the resignation of the Clerk and stressed that the Clerk's last day in the office would be Friday 13th June 2025. Cllr Glover reported first on the vacant Assistant Clerk post informing the meeting that, following initial interviews of

all applicants by the Locum Clerk, three individuals had been shortlisted and interviewed by the Clerk and Council Chairman. Following those second interviews and in order to expedite things before the clerk left an individual had been offered and accepted employment as Assistant Clerk. Council was pleased to confirm the appointment.

Cllr Glover moved on to the recommendation of the HR Committee that a Locum Clerk/Locum RFO be appointed to cover the Clerk's post consequent upon the resignation of the Clerk.

The meeting also considered confidential contract documentation provided by LGRC Associates Ltd.

Upon the proposal of Cllr Wilson seconded by Cllr Glover it was RESOLVED to approve the recommendation of the HR Committee and enter into a contract with LGRC Associates Limited for the provision of Locum Clerk/Locum RFO services on a rolling monthly basis.

It was further RESOLVED to appoint LGRC Locums Tracy Predeth as Proper Officer and Kalpesh Patel as Responsible Financial Officer.

Vote: 4 for 1 abstention

030.002 The meeting considered the second recommendation of the HR Committee that LGRC Associates Limited be contracted to provide recruitment services for the post of Clerk to the Council. Further confidential contract documentation provided by LGRC Associates Limited was provided. It was agreed that it was necessary to proceed urgently with recruitment if only to reduce the costs of locum cover.

Upon the proposal of Cllr Pierce, seconded by Cllr Phillips it was RESOLVED to approve the recommendation of the HR Committee and enter into a contract with LGRC Associates Limited for the provision parish clerk recruitment services.

Vote: 5 for

031/2025 **Expenditure** 🖐️ £

The costs of the decision made at 030/2025 above were considered and agreed. It was understood that provision of up to £2,500 (net of VAT) plus the potential cost of advertisements should be made for recruitment and provision of up to a further £35,000 (net of VAT) for 13 weeks of locum cover. These provisions to be funded from savings in the salaries budget arising from the vacant Clerk's post, the reserve set aside for Succession Planning and the General Reserve. The costs to be reviewed if there was no recruitment after three months.

032/2025 **Bank Mandates** 🖐️

Upon the proposal of Cllr Glover, seconded by Cllr Walters, it was agreed that Tracy Predeth and Kalpesh Patel be added to the banking mandates and for online banking for the Bray Parish Council accounts with Lloyds Bank.

Vote: 5 for

033/2025 **Date of next meeting**

It was noted that the next meeting of the Council was scheduled for Monday 23rd June 2025.