



Town Clerk: S Winter (Locum) LLB(Hons) PSLCC Assoc. CIPD

The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB

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**Minutes of the extraordinary meeting of the Town Council
held on Monday 13 June 2022 commencing at 15:00 hrs**

Present

Chair: Councillor J Buczkowski

Councillors: Councillors Dale, Findlay, Johns, Knight, Holvey and Thompson.

In attendance

Officers: S Winter, Locum Town Clerk

There were no members of the press or public in attendance.

572. Apologies for Absence

Apologies for absence were received from Councillors Andrews and Snow.

Absent: Councillors Haslet, Dietrich, Guest, Smith.

573. Declarations of Interests

No declarations of interest were made on items on this agenda.

574. Risks and Issues Log

To consider a risk and issues log pertaining to the current staffing situation (supporting paper A to the agenda)

The meeting considered the risks and issues associated with the changes to staffing and noted the stated potential mitigation and risk responses to be undertaken.

575. Responsible Financial Officer

To agree that the outgoing Town Clerk/ RFO will provide interim RFO services until a new permanent Town Clerk/RFO is appointed (supporting paper B to the agenda).

The meeting considered the present staffing position and acknowledged that it is in the interests of financial due diligence to maintain a consistent approach to financial management.

RESOLVED: It was unanimously resolved that the outgoing town clerk will continue to undertake the work of the Responsible Financial Officer until a permanent clerk/RFO is recruited, and the locum town clerk is delegated to issue a variation of terms of contract to the outgoing clerk at zero hours to a maximum 15 hours per month on the outgoing clerk's existing salary.

The meeting closed at 15:30hrs

Chair's Signature & Date

DRAFT