

Gerrards Cross Town Council

South Lodge, East Common, Gerrards Cross SL9 7AD 01753 888018

Clerk to the Council - Mrs S Moffat clerk@gerrardscross.gov.uk

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Minutes of the Extraordinary Council Meeting held at 6.15pm on Wednesday 13th April 2022 in Colston Hall Gerrards Cross Memorial Centre

Present: Cllr. A Wood (Chairman), Cllr N Barnett, Cllr M Bracken, Cllr. J Chhokar, Cllr. C Da Costa, Cllr Sarah Davey, Cllr. B Holborn, Cllr B Peck, , Cllr. C Stuart-Lee, Cllr. J O’Keeffe and S Moffat (Town Clerk) and A McCreary (Deputy Clerk).

- 1. Apologies of absence** - Cllr. T Greenfield, Cllr P. Roberts
- 2. Declarations of Interest are requested at the beginning of each item.**
- 3. Resolved** that in view of the confidential nature of the business to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw (Public Bodies (Admissions to Meetings) Act 1960 s1).
- 4. To agree the appointment of the new Town Clerk if the selection process has been successful.**
The Council agreed the successful candidate to be hired for the role of the Clerk. The Town Clerk has written to the candidate to offer her the position. If the candidate accepts the offer she is able to start the position in three months’ time.

During the interviews the Staffing Committee were informed that the Deputy Clerk has resigned. Therefore they offered the position to one of the candidates who was being interviewed for the Clerk’s position. The Council agreed for the successful candidate to be hired for the role of Deputy Clerk. The Town Clerk has written to the candidate to offer her the position. If the candidate accepts the offer she is able to start the position in a months’ time.

The employer’s pension contribution rate for Gerrards Cross Town Council was noted. Cllr Wood has been advised by BALC that they do not need to follow the terms and conditions of employment set out in the green book. Cllr Stuart-Lee to rewrite the contracts. The Clerks will have four appraisal reviews a year.

For the Council to remain functional when the Town Clerk and Deputy Clerk have left, it was agreed that Cllr Stuart-Lee will take the Minutes and Cllr O’Keeffe will set the agendas during the transition period. BALC advised that any Minutes taken by another Councillor will require two Councillor’s signatures to confirm they are a true reflection. There is the possibility of a local Clerk providing some additional support.

- 5. To agree which councillors will be signatories on the Bank Mandate.**
It was agreed that Cllr Chhokar will be the interim Financial Officer. The Town Clerk is now able to update the mandate.
The Town Clerk to provide a set of keys and the alarm codes in a signed sealed envelope that is only to be broken in front of two Councillors if access to the office is required. The envelope is to be given to the Mayor on 14th April 2022.
Cllr O’Keeffe has called and Extraordinary Meeting at midday on Thursday 21st April 2022 to be held at the Town Council Offices to discuss and protocols both financial and procedural for matters

prior to the Town Clerk leaving, including delegation powers and authority given to individuals on the Council.

The Town Clerk asked for it to be Minuted as a point of order that the proper officer should have been informed about the 'events@gerrardscross.gov.uk' email account before it was set up as it has a 'gov.uk' domain name.

Cllr O'Keeffe asked for it to be Minuted as a point of order that his email response to the Town Clerk regarding the email account is included in the distribution of the Minutes.

It was agreed that Cllr Chhokar, Cllr Wood, Cllr Bracken and Cllr O'Keeffe are to be added to the bank mandate. Cllr Chhokar to complete the online banking form with the Town Clerk on 14th April 2022 so he has access.

Signed.....

Date.....