

# 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 12 noon on Thursday 21<sup>st</sup> April, 2022 in the Town Council Office

**Present:** Cllr. A Wood (Chairman), Cllr M Bracken, Cllr. B Holborn, Cllr B Peck, Cllr. C Stuart-Lee, Cllr. J O'Keeffe and S Moffat (Town Clerk).

*S Moffat*

**Sue Moffat**  
**Clerk to the Council**

**21<sup>st</sup> April 2022**

- 1. To accept apologies of absence - Cllr N Barnett, Cllr. J Chhokar, Cllr. C Da Costa, Cllr. B Holborn**
- 2. Declarations of Interest are requested at the beginning of each item.**
- 3. Resolved discuss and agree protocols both financial and procedural for matters prior to the Town Clerk leaving, including delegation of powers and authorities to individuals on the council.**

Cllr Wood has contacted our Insurance Company and BALC regards the protocol of a town clerk leaving without the town clerk's position, or any other officer's position, being in office. After receiving this advice, it was agreed that the Town Clerk should handover all keys and passwords, including the IT equipment and programmes, to the Mayor who will ensure confidentiality of the town council's information.

In light of Cllr O'Keeffe, Cllr Stuart-Lee and Cllr Chhokar fulfilling the functions of agenda setting, minute writing and to fulfil the financial affairs of the Town Council in the absence of the Town Clerk and Deputy Clerk respectively, the Town Clerk will email the appropriate data to each councillor to carry out their function.

The Chairman and Vice Chairman of F&GP will inspect the list of payments before being presented to full council, including the calculation of the Town Clerk and Deputy Clerk's final payments.

After the payment of invoices has been completed after agreed at the Council meeting, if no other transactions are required, the Town Clerk will remove herself as a signatory. The Town Clerk will request for the new 4 signatories to be on the on-line log-in banking system for Gerrards Cross Town Council.

The Town Clerk will notify all significant interested organisations that she is leaving and cc Cllr A Wood.

Gerrards Cross Town Council recognises that the Town Clerk must have time for her to carry out the exit strategy to ensure all handover details and information is available to the Council.

- 4. 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).

**5. Resolved to agree the redraft** of the Town Clerk's and Deputy Clerk's contract of employment.

The meeting closed at 12.50pm