

HIGHMOOR PARISH COUNCIL

**MINUTES of the
Extraordinary Meeting
Held on Wednesday 27th
September 2023**

Present: -

Councillor R. Stacpoole RSt (Vice Chair)
Councillor J. Stacpoole JSt (Minutes Secretary in absence of Clerk)
Councillor Mrs C Clarke (CC)
Councillor Mrs J Stevens (JS)

Key:

SODC	South Oxfordshire District Council
OCC	Oxfordshire County Council
HPC	Highmoor Parish Council
OALC	Oxfordshire Association Local Councils
CIL	Community Infrastructure Levy
ICO	Information Commissioners Office
AGAR	Annual Governance Accountability Return
Conservators	Nettlebed & District Commons Conservators

89.23 APOLOGIES FOR ABSENCE

There were no apologies for absence.

90.23. MEMBERS' DECLARATIONS OF PERSONAL AND PREJUDICIAL

None received

**91.23. TO CONSIDER THE POSITION OF UNPAID CLERK,
PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER.**

RESOLVED: The council considered that an unpaid position of Clerk and RFO (Responsible Financial Officer) will be created with effect from the date on which the previous paid clerk's employment ended (25th August 2023) and a councillor appointed to such position to enable the council to remain operational and to deal with essential and high priority items until such time as a replacement paid clerk can be identified.

The former paid clerk tendered his resignation in writing on 26th July 2023 giving one month's notice. At the council meeting held on 6th September 2023 the Council resolved to seek a replacement clerk, to be appointed to a paid position. The Council acknowledged that there are many current such vacancies for clerks in Oxfordshire and as the Council is a small council with a very limited budget it may be some time until the Council is in a position to identify and recruit a new paid clerk. In the meantime the Council notes that a council can appoint one or more of its members to be officers of the Council without remuneration, but before doing so an

unpaid office must be specifically created before a councillor can be appointed to it (Delane v Hillcoat (1829) 9 B & C 310).

In the circumstances the Council RESOLVES that an unpaid position of Clerk and RFO (Responsible Financial Officer) shall be specifically created with effect from the date on which the previous clerk's employment ended and a councillor appointed to such position to enable the Council to remain operational and to deal with essential and high priority items, and that that councillor should for the moment be the Chair **Elaine Mulvaney**.

The Council also RESOLVES that, for the avoidance of doubt, all actions taken by any councillor since 25th August 2023 as interim clerk shall and are hereby be ratified by the Council to the extent this is possible by law.

Proposed: Cllr R.Stacpoole : **Seconded:** Cllr C.Clarke

92.23: TO CONSIDER MATTERS PERTAINING TO HPC'S ACCOUNT WITH BARCLAYS BANK IN LIGHT OF CHANGE OF THE CLERK.

RESOLVED: The Council RESOLVES that Cllr R Stacpoole, Cllr J Stacpoole and Cllr C Clarke shall be added to the list of authorised signatories held by Barclays Bank in relation to HPC's community bank account, that the Council's address and telephone number shall be amended, that Barclays Bank shall be requested to send paper bank statements henceforth to the Council's updated address along with duplicate copies of all statements for this financial year, that the Council shall confirm to Barclays Bank the change over time in Cllr J Stevens' signature and that the Council shall apply for online banking to enable it to have visibility of its account and transactions online going forward.

Proposed: Cllr R.Stacpoole. **Seconded:** Cllr C.Clarke.

The meeting concluded at 19.23.

Signed: 

Chairman/Vice Chairman

Date: 6th December 2023