

Hullavington Parish Council

**Minutes of the Extraordinary Meeting held on Wednesday 23 July 2025
at 18:00 in the meeting room of St Mary Magdalene Church, Hullavington.**

Councillors in Attendance:

Cllr D Lawley (Chairman), Cllr R Anderson, Cllr J Atkey, Cllr S Durrant, Cllr M Cundick, Cllr S Greenman, Cllr S Price-Tompkins, Cllr S Samra and Cllr A Slater.

Also present: None.

PART 1: PUBLIC SESSION

01/25E Welcome and Introductions

The Chairman formally opened the meeting and welcomed the attendees.

It was **RESOLVED** to appoint Cllr J Atkey as the minute taker.

02/25E Apologies for absence

None.

03/25E Declaration(s) of Interest - In accordance with the Parish Councils Model Code of Conduct Order 2001 and revised Wiltshire Council Model Code of Conduct July 2012 and reviewed 2023.

None.

04/25E Resolution to Exclude Public and Press

It was **RESOLVED** under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items of business due to the confidential nature of the business to be transacted.

PART 2: CONFIDENTIAL SESSION

05/25E Acceptance of Clerk's Resignation

The Clerk's letter of resignation dated 9 July 2025 was noted and **ACCEPTED**. It was noted the clerk's final day of employment will be 9 August 2025.

The initial steps taken by the Chair regarding acknowledging the resignation and commencing handover discussions were **NOTED AND ENDORSED**.

A comprehensive plan for the handover of all Council assets, documents, records, digital access, and ongoing responsibilities was **AGREED**. The Clerk's kind offer of assistance was **NOTED AND ACCEPTED** – Cllrs Anderson and Lawley will aim to meet with the Clerk on 2 or 3 August 2025 at the Village Hall.

06/25E Formation and Terms of Reference for Staffing Committee

It was **RESOLVED** to establish a Staffing Committee to oversee the recruitment process for a new Parish Clerk.

The draft Terms of Reference for the newly formed Staffing Committee were **APPROVED – copy attached.**

It was **AGREED** the composition of the Staffing Committee should comprise three members. The following Members were **APPOINTED**: Cllr R Anderson, Cllr D Lawley and Cllr S Samra.

07/25E Recruitment Process for New Clerk

The overall process and timeline for recruiting a new Parish Clerk was **AGREED**, including:

- Staffing Committee to review and update the draft Job Description and Personal Specification. Final versions to be circulated to all Members.
- Advertising platforms and methods to include WALC free advertising, local Facebook Groups and PC notice boards.
- Staffing Committee to review and agree shortlisting criteria and interview process.

Authority was **DELEGATED** to the newly formed Staffing Committee to manage the detailed steps of the recruitment process, with the final recommendation for appointment to be brought back to the full Council for approval.

It was **AGREED** to appoint a Locum to cover until permanent Clerk is appointed. To be handled by the Staffing Committee.

It was **AGREED** that Cllr J Atkey would act as RFO until a permanent Clerk is appointed. It was **AGREED** that Primary User access to the Council's bank accounts should be transferred to Cllr Atkey as an urgent action by the Clerk. Chair to request asap.

08/25E Any Other Confidential Business (if pre-agreed)

There was no other business.

09/25E Date of Next Meeting

Ordinary Parish Council Meeting – Wednesday 10 September 2025 – to be held in Hullavington Village Hall at 7.30pm.

The meeting closed at 18:33.