



**Mundesley-on-Sea
Parish Council**

THE OLD FIRE STATION BACK STREET MUNDESLEY NR11 8JJ

TELEPHONE: 01263 720603 or 07483 113 726

EMAIL: clerk@mundesley-pc.gov.uk

Minutes of an Extra-ordinary **Full Council Meeting** of Mundesley Parish Council held in the Jubilee Rooms, Mundesley on **Tuesday 12th December** at 7pm

Present: Cllrs J Barnes, J Broatch, M Gordon, J Holliman, D Revell (Part), B Reynolds.

Locum Clerk: Sarah Hunt

1 member of the public was present.

1. Election of Chair for the meeting.

Following Cllr West stepping down as Chair to the Council a Chair was elected for the meeting.

PROPOSED Cllr B Reynolds take the Chair, Cllr J Holliman, seconded Cllr M Gordon. Cllr B Reynolds assumed the chair for the meeting.

2. Apologies for Absence.

Apologies were RECEIVED and ACCEPTED from Cllrs R Dickinson and C West – alternative commitment; Cllr A Wait – work.

3. Declarations of Interest and requests for Dispensations.

None.

4. Minutes of Previous Meetings.

The minutes of the Meeting of the Parish Council held on 27th November were AGREED as a true and correct record and signed by the Chair. PROPOSED Cllr J Broatch, seconded Cllr J Holliman.

5. Public Participation Time

The Council was asked to clarify previous responses given verbally by Councillors concerning financial matters. It was explained that the Council as a body cannot answer why particular Councillors would have said specific things.

District Councillor Wendy Fredericks had sent apologies.

Cllr D Revell left the meeting.

6. Financial and Administrative matters.

5.1 The payments list was APPROVED as presented with the addition of:

Stuart Hutcheson £155.00 – IT support.

Defib Store £348.00 – New Battery

Sarah Hunt refund £30.00 – Coconuts from Country Pickings.

Alister Wait refund £49.20 – paint etc for Christmas events.

Jim Broatch refund £43.00 – expenses from Christmas events.

It was RESOLVED that the staffing committee be delegated authority to agree the December timesheet of the locum clerk to facilitate payroll being run on time.

PROPOSED Cllr Broatch, seconded Cllr Gordon.

7. Confidential matters

It was resolved under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment matters.

7.1. Staffing Matters.

The meeting received a report from the staffing committee chair.

Councillors RESOLVED to make the decisions before them within the report and delegated the ongoing management to the staffing committee members. PROPOSED Cllr J Barnes, seconded Cllr J Broatch.