

MELMERBY PARISH COUNCIL

Minutes of the Special General Meeting of Melmerby Parish Council held on Friday 8th July 2022, at Melmerby Village Hall.

Present: Cllr Chris Jones, Cllr David Bardsley, Cllr Gary Fletcher and Claire Rankin, Interim Parish Clerk.

Five members of the public were also present.

Cllr David Bardsley welcomed those present to the meeting. He explained that at present the Parish Council only had 3 members but needed to continue to function. After advice from EDC and CALC, the key priority was to appoint a Chair which was the main purpose of the Special General Meeting.

2022/0054 **Appointment of Chair of Melmerby Parish Council: RESOLVED** Cllr David Bardsley nominated Cllr Chris Jones as the Chair. Cllr Chris Jones accepted the nomination. Cllr Gary Fletcher seconded the proposal and Cllr Chris Jones was duly elected as the Chair of Melmerby Parish Council. Cllr Chris Jones explained the appointment would be until May 2023 when the full Parish Council Election will take place.

2022/0055 **Apologies for Absence: RESOLVED** that the following apologies were received

- a) Cllr Claire Driver, Cumbria County Council due to previous commitments.

2022/0056 **Declarations of Interest: RESOLVED** that no declarations had been received.

2022/0057 **Minutes: RESOLVED** that Cllr David Bardsley be authorised to sign the minutes of the Ordinary Parish Council Meeting held on 9th March 2022 and Cllr Chris Jones be authorised to sign the minutes of the Extraordinary Parish Council Meeting held on 4th May 2022.

2022/0058 **Exclusion of Press and Public (Public bodies Admission to Meetings Act 1960) RESOLVED** that there were no items on the agenda that required this exclusion.

2022/0059 **Public Participation RESOLVED** that there were no items previously submitted to a councillor for consideration. However, a member of the public queried whether the need to inform a councillor prior to the meeting of their wish to speak would be a standard procedure. Cllr Chris Jones responded to reassure the public that this measure had only been implemented for this meeting at the advice of CALC as there had been no Chair or Parish Clerk in place at the time of calling the meeting. Additionally, a member of the public asked if any of the councillors present were able to comment on the fact that 2 Parish Councillors and the Parish Clerk resigned at the same time and whether the councillors present took any responsibility for this occurrence. Cllr Chris Jones stated that as these queries had not been previously submitted to the Parish Council, therefore he was not in a position to respond.

2022/0060 **Appointment of Vice Chair of Melmerby Parish Council RESOLVED** that Cllr Chris Jones nominated Cllr David Bardsley as Vice Chair. Cllr David Bardsley accepted the nomination. Cllr Gary Fletcher seconded the nomination. Cllr David Bardsley was duly elected.

2022/0061 **Arrangements for Interim Parish Clerk and Responsible Financial Officer RESOLVED** that Claire Rankin would be offered the position of Interim Parish Clerk and Responsible Financial Officer.

2022/0062 Accounts and Finance RESOLVED

- a) that Claire Rankin will undertake the Parish Clerk position on the same terms and conditions as the previous Clerk. The position is for 5 hours per week, paid on SCP 8 and will be reviewed within 6 months. Cllr David Bardsley proposed the ratification of the arrangements which were seconded by Cllr Gary Fletcher and the motion was carried.
- b) that the bank mandate will be changed to include Claire Rankin in place of the previous Parish Clerk. Cllr Gary Fletcher proposed the arrangements which were seconded by Cllr David Bardsley and the motion was carried.

2022/0063 Vacancies on Melmerby Parish Council RESOLVED that Cllr Chris Jones explained there were currently 2 vacancies on Melmerby Parish Council due to recent resignations. At least 10 electors had requested an election and the by- election process was now proceeding through EDC. Nominations for the vacancies had to be received by EDC by 4pm on 8th July 2022 and the by-election (if contested) will be held on 4th August 2022. By 11th July 2022 (at 4pm at the latest), the Parish Council will be informed of the nominations. A list of nominations will be displayed on the noticeboard and the website. Cllr Chris Jones reminded those present that postal votes could still be applied for as the by-election will fall during a holiday period when electors may be away.

2022/0064 Date of Annual Parish Meeting 21st September 2022 at 7.00 pm.

2022/0065 Date of next Parish Council Meeting 21st September 2022 at 7.30 pm.

The meeting closed at 7.43 pm.