

**Billingsley Parish Council  
Extraordinary Meeting  
Thursday 1<sup>st</sup> February 2024  
MINUTES**

**Present:** Cllr Jones – Chair, Cllr Richardson, Cllr

**In attendance:** Paul Mulligan - Clerk

*Meeting Opened: 19.00*

<b>1.</b>	<b>Chairs Welcome and opening remarks</b> The Chair welcomed Members and introduced Paul Mulligan as the newly appointed clerk.
<b>2.</b>	<b>Apologies for absence</b> To receive, consider and accept as appropriate, any apologies for absence. Jeremy Fidlin
<b>3.</b>	<b>Disclosable pecuniary and other interests</b> Declaration of any disclosable pecuniary and other interest in a matter to be discussed at meeting and which is not included in the register of interests. None declared
<b>4.</b>	<b>Public session</b> This is an opportunity for members of the public to raise awareness of issues or to ask that the Parish Council considers an item at a future meeting. This is for a period of up to 15 minutes. No members of the public were present.
<b>5.</b>	<b>Confirmation of previous minutes</b> To receive and confirm the minutes of the meeting held on 3 <sup>rd</sup> January 2024. <b>Resolved: To confirm the minutes of 3<sup>rd</sup> January 2024 as an accurate record.</b> Prop: Cllr Richardson, Sec: Cllr Jones - Unanimous
<b>6.</b>	<b>Matters Arising from Minutes not Included in this agenda</b> No matters arising were tabled
<b>7.</b>	<b>Councillor vacancies</b> a) To note the current vacancies on the Council b) To consider interest in filling the vacant positions The Chair confirmed the resignation of Cllr Sally Yates (Deuxhill) and Cllr Sarah Crawford Thomas (Middleton Scriven). He thanked them for their work and their contribution to the community. It was agreed that the Clerk would prepare two notifications of vacancies for the wards. It was also agreed that Councillors will canvass the community for interested parties.

8.	<p><b>Welcome of permanent clerk</b></p> <p>To discuss steps for the newly appointed clerk to become effective in the role.</p> <p>The Chair invited the Clerk to update Members on the progress that had been made in the handover process from the previous incumbent. It was agreed that the Clerk would have a specific gmail address for his work for the parish – <a href="mailto:billingsleyppclerk@gmail.com">billingsleyppclerk@gmail.com</a>. He will inform SALC of the change along with his home address. The Clerks contract was confirmed and signed by the Chair.</p>
9.	<p><b>Bank account</b></p> <p>To consider and agree actions required to mitigate the risk that the council is unable to make financial transactions due to limited access to a bank account.</p> <p>The Clerk informed Members that he had been in contact with HSBC to review the current status of the change in mandate. He advised that the process would need to be started again and he handed out forms for Members to complete. It was agreed that he should facilitate the application as a priority.</p>
10.	<p><b>PAYE management</b></p> <p>To consider and agree actions required to mitigate the risk that PAYE management has not been in place during the term of the previous locum clerk</p> <p>Discussion took place regarding the payment of the previous Clerk. It was noted that advice would be needed in the context of the Councils status in terms of National Insurance and PAYE commitments. The Clerk was asked to contact SALC and feedback at the next meeting. Members discussed how future salary payments should be organised for the Clerk. A quote was discussed from DM Payroll Services to oversee the administration.</p> <p><b>Resolved; To employ DM Payroll Services to process the Clerk’s monthly salary at a cost of a £30 up front payment and £120.00 per annum.</b></p> <p>Prop: Cllr Richardson, Sec: Cllr Jones – Unanimous</p>
11.	<p><b>Parish matters</b></p> <p>To consider other matters raised relating to the parish</p> <p>It was noted that the clearing of the area around the war memorial had been completed.</p>
12.	<p><b>Items for next meeting’s agenda</b></p> <p>To advise the clerk of items to be considered for inclusion in the agenda</p> <p>Highway issues including flooding within the Parish.</p> <p>Street Lights</p>
13.	<p><b>Next meeting date</b></p> <p>6 March 2024</p>

Meeting Closed 20.05