

# IGHTFIELD PARISH COUNCIL

## **Minutes of the extraordinary council meeting held on the 3<sup>rd</sup> April 2024 at Calverhall Village Hall**

**Present:** Councillors H Hitchman, D Price, W Heywood-Lonsdale, L Roberts, E Rich  
M Proctor

**Clerk:** James Howard

### **Meeting Started 19:30**

#### **1 To elect a new Chairperson**

Cllr M Procter was elected.

#### **2 Present, apologies or absent**

None.

#### **3 Declaration of Disclosable Pecuniary or any other Interests or requests for Dispensations.**

None.

#### **4. Public participation. To allow points to be raised or questions answered.**

No members of the public attended.

#### **5. To consider conducting the remaining business *in camera*.**

The Council voted in favour.

#### **6. To decide on priorities for the Clerks remaining time.**

It was agreed that the Clerk would update payments, emails and the website. The Clerk would also advertise the vacancy and deliver all relevant material to the Estate Office.

#### **7. To agree a procedure for recruiting a new Clerk.**

The Clerk would advertise on SALC and use local connections for recruitment.

#### **8. To agree a procedure for finding an interim or locum Clerk**

The Clerk to pass on all information received regarding interest in the post.

**9. To decide arrangements for an internal auditor.**

The Council approved Judith Lawson and Co. Clerk to forward all current requests for information.

**10. To advise Shropshire Council of a Councillor vacancy and decide on advertising and possibly co-opting a new Councillor.**

Clerk to inform Shropshire Council and complete all necessary paperwork.

**11. To accept updated policies and procedures.**

All updated policies and procedures were accepted. Clerk to post on website.

**Meeting ends 8.40pm.**