

## ST CLEER PARISH COUNCIL

TO MEMBERS OF THE COUNCIL:

Cllrs. Prinn, Pearce, Morris, Horsfield, Sargeant, Harbord, Emms, Johnson, Dupreez, Hearn & Mcfaul,  
Dear Members,

I hereby give you notice that a Extraordinary Meeting of St Cleer Parish Council will be held on  
**Thursday 4<sup>th</sup> January 2024 at 7pm in the Pavilion, Sports Field, St Cleer.**

Committee members are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours Sincerely,

I. Morris, Acting Clerk

J. Prinn – Chairman of Council

Press and public are invited to attend. Meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

1.	<p><b>Persons Present/Apologies</b> To note persons, present and receive apologies for absence.</p>	
2.	<p><b>Receive any Declarations of Interest from Members/Dispensations</b></p> <ul style="list-style-type: none"> <li>a. Disclosable pecuniary interests</li> <li>b. Non-registrable interests</li> <li>c. Declarations of gifts</li> <li>d. Applications for dispensations</li> </ul>	
3.	<p><b>Chairman Announcements</b></p>	
4.	<p>Cllr Morris is stepping down from the role of acting clerk/proper officer. The need to have a proper officer is a legal requirement therefore replacement is needed.</p> <p><b>A. To Resolve to appoint a Councilor to the role of Acting Clerk/Proper Officer</b></p> <ul style="list-style-type: none"> <li><b>i.To authorise them to have access to Clerk@stcleerparishcouncil.gov.uk email</b></li> <li><b>ii -To authorise them to have a set of keys for the Pavilion</b></li> <li><b>iv .To resolve , If applicable – approve them access to Unity Bank for the inputting of payments – But not as an payment approver.</b></li> <li><b>v - If applicable – if the councilor already as payment approver, this be changed to imputing only.</b></li> <li><b>Vi -If applicable – One additional payment approver be added to unity bank.</b></li> <li><b>Vii – To pre approve allowance for expenses which may be incurred while undertaking duties of Acting clerk/proper officer</b></li> </ul>	

Signed: J.Prinn , Chairman of Council 29<sup>th</sup> December, 2023