

Manduessedum - Mancetter Village (Place of War Chariots)

Mancetter Parish Council

Serving the People of Mancetter and Ridge Lane

Agenda for the Extraordinary Meeting of the Parish Council

You are hereby summoned in accordance with Part II, Section 9, of the Local Government Act 1972 to attend an Extraordinary Meeting of the Council for the purpose of transacting the following business.

To be held on: Tuesday 17th February at 7pm

Location: Church School Room, St Peters church, Mancetter

1. Apologies for Absence

To receive and approve apologies for absence.

2. Declarations of Personal or Prejudicial Interest

To receive any declarations of interest from Members regarding items on this agenda.

3. Public Participation

Note: This is the only time the public may speak. They will be required to leave before Item 5.

4. Exclusion of the Press and Public - this motion must be read out in full.

Motion: "To resolve, in accordance with Section 100A(4) of the Local Government Act 1972, whether it is the public interest that the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A of the Act. Reason likely disclosure of exempt information relating to an individual and/or contractual negotiations."

PART II: PRIVATE SESSION

(Items in this section are confidential)

PART II: CONFIDENTIAL BUSINESS

5. Staffing Matters: Clerk & RFO Resignation and Contractual Obligations

- To formally note the resignation date of 31st March 2026.
- To resolve the immediate steps for the Clerk's end-of-contract duties, including the finalisation of any handover requirements.

- If the Clerk remains on sick leave, the Council should seek advice from our County Association (WALC) or the SLCC regarding the legalities of recovering equipment from an employee during a period of certified illness.

6. Appointment of Interim Officers

- To formally resolve the appointment of as Interim **Clerk** (unpaid).
- To resolve the appointment of..... an interim **Responsible Financial Officer (RFO)** and approve the necessary update to bank mandates, bonds and financial access

7. Recovery and Security of Council Assets To resolve the immediate steps required regarding the handover of Council property and data, including but not limited to:

- **Physical Assets:** To resolve the immediate recovery of all Council property, including physical keys, hardware, equipment and update of authorised signatories financial documents.
- **Financial Systems:** To resolve the transfer of administrative access for all digital systems, banking, accounting software; the Council must ensure continuous access to financial systems and software to maintain financial accountability. The transferring of signatories and passwords is a Critical "internal control" and we resolve to update authorised signatories and email and all password controlled accounts.
- **Digital Data:** To ensure transfer of all council-related emails, website administrative rights, and social media credentials.
- **Data Security:** To ensure compliance with UK GDPR by verifying the transfer and subsequent deletion of Council data from personal devices.
- **Secure Receipt of:** To authorise specific members (or a task group) to oversee the secure receipt of the items listed in Item 7 and to set a deadline for completion.

Signed electronically to avoid delay

Cllr Alice Ford-Rogerson

****Compliance Notes as required:**

- **The RFO Role:** A councillor **can** be appointed as RFO, but they **must not be paid** for the role. A person who has been a councillor cannot be appointed as a paid officer until 12 months after they cease to be a councillor.

- **Signatories:** changing the RFO, ensure a copy of the NALC Model Financial Regulations is to hand to confirm that the new RFO has the authority to contact the bank.