

Great Ellingham Parish Council
Minutes of the extraordinary meeting of the Parish Council
held at the recreation centre on Thursday 15th February 2024 at 7.30pm

Present: Cllr T Betts (Chairman), Cllr S Mellor (Vice-Chairman) and Cllr H Mellor

In attendance: Taila Taylor, Clerk to the Council

1. **To consider and approve apologies for absence** – None received.
2. **To receive any declarations of interest in any item on the agenda** – None received.
3. **To consider and approve the budget and precept request for 2024/25** – The draft budget was presented to members for their consideration. Amendments were made, raising the total budget to £24,040.00 which was agreed with a precept request increase of 14.29% with the figure agreed at £12,000.00.
4. **To consider a proposal to exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960, to exclude the public due to the confidential nature of the nature of the item to be discussed – personnel matters** – It was agreed to exclude the press and public for the remainder of the meeting.
5. **To confirm the resignation of Melanie Eversfield as Parish Clerk and Responsible Financial Officer** – Confirmed.
6. **To approve the recruitment process undertaken** – Cllr Betts offered an update on the recruitment process undertaken, which was approved.
7. **To ratify the appointment of Taila Taylor as Parish Clerk and Responsible Financial Officer** – As part of the recruitment process, Ms Taylor had been made a conditional offer, subject to the Council's agreement to her appointment at this extraordinary meeting. The members present gave their approval and ratified the appointment of Ms Taylor as Parish Clerk and RFO.
8. **To consider and agree the Parish Clerk's salary** – It was agreed that the Clerk's starting salary would be set at [REDACTED] suited to the size of the parish, determined to reflect the knowledge and experience brought to the job, while leaving room to progress upon gaining further relevant qualifications.
9. **To consider and agree the Parish Clerk's terms of employment and draft contract** – The draft contract was approved as presented and was duly signed by Cllr Betts and Ms Taylor.