

Tunstall Parish Council

Minutes of the Extra-Ordinary Meeting of Tunstall Parish Council on Monday 29th March 2022 at 7pm Present: Cllr Louisa Roberts; Cllr Lee Burgess; Cllr Vivien Rich.

J Miller Locum Clerk; two members of the public.

1. The meeting was adjourned to allow a member of the public addressed the meeting and thanked Cllr Roberts for her contribution as Chairman to the Parish Council.

2. TO NOTE RESIGNATION OF CLLR ROBERTS AS CHAIRMAN TO THE COUNCIL AND TO ELECT NEW CHAIRMAN

It was **RESOLVED** to elect Cllr Rich as chairman for the period up until the Annual General Meeting in May 2022.

3. APOLOGIES FOR ABSENCE

There were none. Apologies were received from County Councillors Lehmann and Wright.

4. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

There were none.

5. COUNCILLOR VACANCIES

- a) To note update on councillor vacancies.

It was noted that there had been no applications since the last advertisements were made and the roles continue to be advertised.

6. CLERK VACANCY

- a) To consider next steps

It was **RESOLVED** to draw up a job description and person specification for the clerk role over the coming months and to carry out an evaluation of the hours and responsibilities involved.

It was **RESOLVED** to extend the locum clerk contract on a rolling bases until the new clerk is appointed and trained.

7. FINANCE

- a) To consider closure of Barclays Bank current account and transfer funds to Unity Trust Bank.

It was **RESOLVED** to close the Barclays Bank current account and transfer the funds to Unity Trust Bank

- b) To review signatories on bank accounts and approve any changes.

It was **RESOLVED** to add Cllr Rich as a signatory to the bank accounts

- c) To receive update on online banking facilities.

It was **RESOLVED** to add Cllr Rich to the online banking facilities was noted that Cllr Burgess is seeking access to the Unity facilities.

- d) To approve bank reconciliation as at February 2022.

It was **RESOLVED** to approve the bank reconciliation £35,133.31

8. GOVERNANCE AND ADMINISTRATION

- a) To consider meeting dates for 2022-23.

It was **RESOLVED** to schedule council meetings for the following dates:
Full Council meetings: 9/10th May (to be confirmed subject to availability); 4th July; 5th Sept; 7 Nov.
Interim planning meetings will be held (if required) on 6th June; 3rd Oct; 5th Dec.

9. PLANNING

a) To receive updates on planning matters.

It was noted that there will be no planning meeting on 4th April 2022 as no planning applications had been received

On 24th March 2022 the Swale Local Plan panel voted unanimously to recommend the revised Tunstall Conservation area and the revised extension to the area, it will go before cabinet on 13th April 2022 for adoption.

There being no further business the meeting closed at 7.31pm.

Signed.....

Date.....

DRAFT