

**Minutes of the Extraordinary meeting of Hovingham with Scackleton Parish Council  
held via Zoom at 5pm Tuesday 26<sup>th</sup> January 2021**

*As the meeting was "remote" a Covid Risk Assessment was not required.*

**PRESENT.** Councillor P. Chapman Chairman, Councillor F. Colenso, Councillor Dr N. Robson, Councillor R. Wainwright, Councillor M. Wilson, Vice Chairman. Mrs M. Hunter also attended the meeting

**1. Apologies from Councillors unable to attend the meeting**

Apologies from Councillor R. Matthews were accepted.

**2. To Note any Declarations of Interest: - None**

**3. Public Participation - None**

**4. Hovingham and Scackleton Parish Council Administration**

- a. To note advice received from YLCA regarding employment status of clerk to the parish council.
- b. To approve the appointment of a council member as Proper Officer for the purposes defined in law (copies of the process and documents will be distributed prior to meeting).
- c. To delegate those powers necessary to the Chair (Cllr P Chapman) and Vice-Chair (Cllr M Wilson), in consultation with Parish Councillors and Mrs. M Hunter, to specify and implement the recruitment of a new Parish Clerk. Up to £100 is approved for the costs of this recruitment.
- d. To consider the appointment of Mrs Marion Hunter as temporary unpaid clerk on a volunteer worker contract and job description (information attached).
- e. To approve the appointment of Mr M Wilson as the Responsible Financial Officer on a volunteer worker contract and job description (will be distributed prior to meeting).

**Items (a) to (e) above were proposed by the Chair and seconded by the Vice-Chair, following discussion and vote, all items were unanimously agreed.**

f. Any other business that the Chair, or Vice-Chair, determines necessary to be completed with urgency prior to the next meeting. **None**

**5. Next meeting**

- a. Next ordinary meeting of Hovingham and Scackleton Parish Council as March 10<sup>th</sup> 2021.

Prepared by Mr P Chapman, Wyvern House, Park Street, Hovingham