



## **Friston Parish Council**

Minutes of the Extraordinary General Meeting of Friston Parish Council held in the Village Hall on **Saturday 22<sup>nd</sup> March 2025 at 4pm**

### **Councillors present:**

Cllr Mary Shipman (in the Chair)  
Cllr Paul Carlaw  
Cllr Carole Slack  
Cllr Shelley McNicol

### **MINUTES**

**176/24 Apologies for absence** – to receive and approve any apologies received  
Cllr Wendy Ireland – family bereavement, Cllr Charlie Blakeley – no apologies received.

**177/24 Declarations of Interest and Requests for Dispensations**  
None declared.

**178/24** There were no members of the public present

### **179/24 To consider staffing matters**

**Parish Clerk:** The Council noted that it had received the resignation of the Clerk on 18<sup>th</sup> March 2025. The Council **unanimously agreed** the Clerk's request for payment of 19 hours of overtime and noted their obligation to pay 21 hours holiday allowance which remains unused. (It was thought this may be off set due to the possible length of time we could be without a Clerk.)

**Job advert for Parish Clerk:** The Council **unanimously agreed** the advert wording suggested by the Clerk with the proviso that the 2025/26 budget is confirmed to include provision for a salary of 8 hours per week. If this is the case the 8 hour contract was **unanimously agreed**.  
**Action** Cllr Shelley McNicol will check the budget and circulate.

**Recruitment:** It was **unanimously agreed** that the Council would advertise the job on the SALC website & social media. It was also **unanimously agreed** that the Council would look to advertise on job sites such as Indeed.

It was **unanimously agreed** that the Chair, Cllr Wendy Ireland, & the Vice Chair, Cllr Mary Shipman, would shortlist and interview the applicants.

**Action:** Cllr Paul Carlaw offered to produce & circulate a scoring matrix to assist in the shortlisting process. Cllr Shelley McNicol suggested that he first ask the Clerk if one exists already to save the duplication of work.

**Parish Clerk's leaving date:** The Council noted the Clerk's obligation to give one week's notice of resignation and were unanimous of their appreciation of the flexibility the Clerk is offering. It was **unanimously agreed** that a finish date of 12th May would be appreciated to cover for both the Annual Meeting of the Parish Council and the Annual Parish meeting. Again, it was a

Signed by Parish Council Chair: \_\_\_\_\_



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unanimous decision that a finish date within the week of the 12th May would be acceptable to allow for the minutes of the 2 meetings to be produced.

**Handover:** The banking permissions were discussed & it was **unanimously agreed** that Cllrs Mary Shipman, Wendy Ireland & Paul Carlaw be viewers and authorisers only and that Cllr Carole Slack be a viewer and submitter only. It was agreed that Cllrs Shelley McNicol & Charlie Blakeley would be viewers if appropriate.

It was **unanimously agreed** that the Clerk handover to the Chair, Cllr Wendy Ireland at the end of her contract.

It was **unanimously resolved** to request the Clerk to research & circulate what is best practice to ensure the smooth running of the council in the event we have a period of time without a Clerk.

It was agreed to defer until the next meeting a decision regarding contact with Nick Khan at East Suffolk Council to explore support from East Suffolk Council and/or National Grid with the extra workload relating to the energy projects.

The meeting closed at 4.45 pm

Signed by Parish Council Chair: \_\_\_\_\_