

MINUTES

Minutes of the Extraordinary Meeting of Seal Parish Council held on Monday 24th March 2025 at 7.00 pm, at Seal Memorial Pavillion, Seal Recreation Ground, High Street, Seal TN15 0AF.

Present: Cllr Haslam Chairman, Cllr Bourne Vice- Chairman, Cllr Michaelides, Cllr Boorman, Cllr Talbot and Cllr Kay.

BUSINESS TO BE TRANSACTED

Minute taker – Cllr Lorna Talbot

- FC25/48. Apologies for absence received.**
Apologies were received from Cllr Penn, Cllr Bullied and Cllr Ratcliffe
- FC25/49. Declaration of Changes to the register of interests.**
None were declared.
- FC25/50. Declarations of Pecuniary Interests or other Interests** as defined by the LGA Code of Conduct and the Localism Act 2011 on any items on the agenda.
None were declared.
- FC25/51. Requests for dispensation.**
None were requested.
- FC25/52. To determine the purchase of additional administration equipment.**
Other required costs
Good used office mobile phone up to £200 one off purchase + up to £15 per month package CH to setup a new SIM only contract from Three, as we already have an account for the pavilion wi-fi. RB to purchase phone. This phone will only be used for Council business and be advertised as the new phone council number. It will be able to be passed to others for holiday cover etc.
New printer purchase £100 +£4.99- £11.99 per month depending on copies used.
This monthly cost will include the cost of replacement ink cartridges. RB to purchase.
To discuss the necessity of purchasing new lap top and if required getting it priced, to be included on the April agenda. Following discussion it was decided the laptop computer only required a new battery. It was agreed this should be purchased.
Useful manuals The Clerks manual £47.50, CAB 13th Edition £137.00 would be purchased.
SLCC ILCA qualification £120.00 + VAT – agreed and already booked by new Clerk.
SLCC New Clerk webinars £20 – aimed at new clerks to help them in the first 12 months. – agreed and will be organised by new Clerk
SLCC When the new Clerk is appointed as they will receive welcome pack.
Scribe training, Cllr Talbot has written to Scribe to find out more. If required Cllr Michaelides will give help.
We will be drawing up a timetable for Kassia’s induction during April.

FC25/53. Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature.

The meeting moved into closed session

FC25/54. To approve the employment of Clerk and Responsible Finance Officer.

The Council approved the employment of the new Clerk on the 7th April 2025, details as set out in the confidential report.

Closed 19.27

Chairman

Date

DRAFT