St Dennis Parish Council
Minutes of the Extra Ordinary Council Meeting held at ClayTAWC on Wednesday 1st July 2026 at 7.00 pm.

Present:
Cllr Clarke (Chair), Cllr Edmunds, Cllr Kelsey, Cllr J Griffin, Cllr A Griffin, Cllr James.

In Attendance:
Lynn Clarke (Clerk), Tamsyn Moore Senior Office Administrator.

EO12/26 Apologies.
None.

EO13/26 Declarations of Interest.
None.
The Chair reminded those present that if any other matter arises during the meeting, advice should be sought from the Clerk, and the Chair before continuing.

EO14/26 Public Participation (to include Cornwall Councillors Report).
a) Public Participation:

No members of the public present.

EO15/26 To discuss a staff resignation.
Members were advised on the resignation of the Clerk. It was noted that the Clerks last day of work would be the 19th July 2026. The Chair thanked the Clerk for all of her hard work over the past 10 years.
Cllr A Griffin asked why the Clerk was leaving, the Staffing Committee did not have the resignation to hand and advised that this would be raised at the next full council meeting.

EO16/26 To agree the appointment of a locum Clerk and associated costs.
The Clerk advised that there during her search there were two locum clerks advised by Cornall ALC but they both worked full time so there would not be office cover as required, they could however be available for evening meetings if the Council were in need.
The clerk has contacted two agencies for temp workers and the LCC for locum cover but without direction from the Council as to the exact hours and times required this could not be taken further at the moment. It was highlighted that both agencies have staff available that could cover the role and the need for the Staffing Committee to act promptly on a potential new appointment to ensure a hand over phase was in place. It was noted that the costs for temp cover varied so could not be agreed at this meeting.
It was **Resolved** to approve 12 hours per week working Monday to Thursday 9 am to 12 pm. The CV’s submitted will be reviewed by the Staffing Committee and meetings will be held as soon as is practicable. The costs for temp cover are to be agreed by the Council via email

and retrospectively approved at next available Full Council Meeting. Proposed, seconded all present in favour.

EO17/26 To agree the appointment of an additional Councillor onto the Staffing Committee.

It was **Resolved** to appoint Cllr James as a new member of the Committee. Proposed seconded all present in favour.

EO18/26 To agree a delegated budget for the Staffing Committee to manage.

Those present were advised that two issues currently being managed by the Staffing Committee and of requirement for external resources to be utilised, requesting from the council for a delegated budget of £10,000 to manage these as well as the requirement to manage the current vacancy and potential temporary cover.
It was **Resolved** to approve a budget of £10,000 to the Staffing Committee. Spending from this budget will be notified to Full Council and the Committee will approve any spend in line with Standing Orders and Financial Regulations. Proposed, seconded, all present in favour.

EO19/26 To review bank signatories.

Members were advised that with two signatories leaving the Council there would only be two signatories remaining.
It was **Resolved** to appoint Cllr Kelsey and Tamsyn Moore as additional signatories for the bank account. Proposed seconded all present in favour.

Cllr J Griffin left the meeting at 7.28.

EO20/26 To Receive the Business Continuity Plan and actions regarding Finance.

Cllr Edmunds asked the Clerk to explain how the plan worked in regard of the loss of the Clerk. The Clerk advised that in this instance the Senior Office Administrator within their contract a clause to state that they cover the role of Clerk in the same way that they act as Clerk in the Clerks Absence during sick or holiday cover. An Extra Ordinary meeting is held and the Council seek temporary cover until a new Clerk can be appointed. The Financial Regulations cover how the finance is managed regardless of who is acting Clerk. It was noted that the Business continuity plan covers various scenarios, with the addition of a check list that should be followed in the case of an incident.
The Clerk highlighted that the Continuity plan requires updating and it was **Resolved** to amend the document and to approve the changes via email. Proposed, seconded all present in favour.

EO21/26 To approve the cost of advertising the vacancy.

The Clerk advised that there are several free sites where this can be advertised including Indeed and requested clarification on where the Council would like the post placed.
It was **Resolved** to place the advert with CALC, on Facebook, Linked In and Indeed. Other places to publish the advert will be investigated and costs are to be approved via email. Proposed, seconded all present in favour.

EO22/26 To review and agreed delegated powers for interim management as per the business continuity Policy & Plan.

Members felt that this item had been covered within EO20/21.

Standing order 3e

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are requested to withdraw.

EO23/26 Confidential items –

None

Meeting closed 7.45 pm.

Signed: …………………………………….