

St Dennis Parish Council
Minutes of the Extra Ordinary Council Meeting held at ClayTAWC on
Wednesday 22nd July 2026 at 7.30 pm.

Present:

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

In Attendance:

Tamsyn Moore - Senior Office Administrator.

EO24/26 Apologies.

None.

EO25/26 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.

EO26/26 Public Participation.

a) Public Participation:

No members of the public present.

EO27/26 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein:

To be covered under confidential

EO28/26 Matters Arising from the last meeting – Information Only

- The Clerk/RFO vacancy has been advertised

Standing Order 3d

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.

EO29/26 To note the minutes from the Extra Ordinary Staffing and GDPR Committee Meeting – 22nd July 2026 – Verbal Update to be provided and agree any recommendations therein.

It was **Resolved** to approve the recommendations of the Extra Ordinary Staffing and GDPR Committee Meeting held on the 22nd July 2026. Proposed, seconded, all present in favour.

EO30/26 To agree the appointment of Acting Clerk and Responsible Financial Officer.

It was **Resolved** to appoint the Senior Office Administrator as acting Clerk and Responsible Financial Officer until a permanent appointment is made. Proposed, seconded, all present in favour.

EO31/26 To review the provision of the Council Emergency Mobile Phone and agreed any associated actions and costs

It was **Resolved** for the Senior Office Administrator to hold the Parish Council office mobile phone. Out of standard business hours, callers will be directed to call the Chair, on the Chair's Parish Council mobile phone, if their call is regarding an emergency. No additional costs required. Proposed, seconded, all present in favour.

EO32/26 To agree office access arrangements for temporary staff and any associated actions and costs.

It was **Resolved** that the temporary member of staff will be given access to the Parish Council office by ClayTAWC staff. No keys will be issued. Proposed, seconded, all present in favour.

EO33/26 To consider the Oversight of the Council's Financial Management and agree any associated actions and costs.

It was **Resolved** to engage professional external support to complete the year end accounts, the 25-26 AGAR and ongoing financial tasks. A £2000 budget was agreed, any costs beyond this will require further Council approval. Proposed, seconded, all present in favour.

EO34/26 To agree the temporary appointment of a Data Protection Officer.

It was **Resolved** to temporarily appoint the Senior Office Administrator as Date Protection Officer until a permanent Clerk and RFO is appointed. Proposed, seconded, all present in favour.

EO35/26 To agree the temporary appointment of a Named Person for the CCTV.

It was **Resolved** to temporarily appoint the Senior Office Administrator as Date the Named Person for the CCTV until a permanent Clerk and RFO is appointed. Proposed, seconded, all present in favour.

EO36/26 Any other urgent and relevant confidential item, for information only, that the Chair considers appropriate.

The consideration of gift of recognition for service to the Parish Council to be considered at the Full Council meeting on the 4th of August.

Meeting closed at 8.20 pm.

Signed: