



Wickham and Knowle Parish Council

Extraordinary Meeting of the Council

Knowle Village Hall, PO17 5LG on Friday 6th October 2023 at 7pm

Committee members present:

Councillor Craig Manuel (Chair Parish Council)
Councillor Robert Broad (Vice-Chair)
Councillor Loraine Rappe
Councillor Sheila Chambers
Councillor Sandy Phillips-Lee
Councillor Nic Holladay
Councillor Kathryn Holladay
Councillor Mike Little
Councillor Malcolm Burt

In attendance: Tracey Molloy, Locum Clerk

Members of the public present: 2

Councillor Manuel advised the meeting will be open to the public unless the Council directs otherwise and that Councillor Phillips-Lee will be acting as Clerk until such time as the Locum Clerk is confirmed after voting during item 4 on the Agenda.

1. To receive apologies for absence

Councillor Leah Greenbank – prior commitment

2. To receive declarations of interest regarding agenda items

Councillor Little advised a Declaration of Interest on points 5 & 6 & 9 on the Agenda relating to the Knowle Village Hall.

3. Public Session: Members of public observing only

4. To formally agree the appointment of Tracey Molloy as Locum Parish Clerk and RFO

Councillor Manuel advised Tracey is currently the Clerk for Swanmore Parish Council & Winchester District Association of Local Councils (WDALC) (Part-time).

Resolved: Tracey Molloy appointed as Locum Parish Clerk and RFO

Proposed: Councillor Manuel

Seconded: Councillor Rappe

All in favour

MINUTE TAKING PASSED TO TRACEY MOLLOY TO CONTINUE WITH THE MEETING



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5. Proposal to allow Knowle Village Hall Manager to approve routine maintenance work up to £100 per month without council approval – VAT invoice to be supplied to council for each payment

RESOLVED: Village Hall Manager approved to spend up to £100 per month. £100 limit to be reviewed if spending required is consistently over that amount.

Proposed: Councillor Manuel

Seconded: Councillor Phillips-Lee

All in favour

6. Proposal to allow Knowle Village Hall Manager to seek quotes/tenders for urgent H&S maintenance work and seeks an acceptance agreement from the Council chair to pursue - a VAT invoice to be supplied to council for payment

RESOLVED: Proposal amended: Knowle Village Hall Manager to seek 2-3 quotes for urgent H&S maintenance work and seeks an acceptance agreement from the Clerk and Council Chair to proceed - a VAT invoice to be supplied to council for payment.

Proposed: Councillor Rappe

Seconded: Councillor Broad

All in Favour

7. Proposal to purchase new post box with lock for clerk post at Knowle hall

RESOLVED: New post box purchase approved with a budget of £120. Location to be determined.

Proposed: Councillor Rappe

Seconded: Councillor Broad

All in favour

8. To approve Terms of Reference for new HR Committee

RESOLVED: Terms of Reference approved once the following changes are made: Section 6.2 of the Terms of Reference to be removed, and the following typos corrected; 10 – Council's, 11 – It's not these, 12 – Meetings.

Proposed: Councillor Holladay

Seconded: Councillor Phillips-Lee

All in favour

9. To review access to Knowle Hall booking system and invoicing process.

Note: New google calendar required – see point 11

Councillor N Holladay and Locum Clerk to meeting with Hall Manager on Wednesday 11th October to understand the current process and access issues, with a view to having a "parish council" calendar all can share.



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10. Motion for confidential business:

The following motion was moved on the completion of the above business: That in view of the confidential nature of the business about to be transacted, it is advisable that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.

11. To review any outstanding IT / Bank Access and agree recovery / replacement steps & costs following departure of Clerk.

Knowle Hall Broadband currently registered to the exiting Clerk and not working as the bill hasn't been paid due to issues accessing the bank accounts and ability to make payments. The Council agreed to order new Broadband in the Parish Council name to avoid any further complications.

As the bank "super user" the exiting Clerk needs to sign the mandate forms to remove this position. This hasn't been done yet. Locum Clerk to liaise with exiting Clerk to move forward.

12. To review any outstanding data / information and agree recovery / replacement steps & costs following departure of Clerk.

Following the advice of HALC, Hampshire Legal services have drafted a letter ready to be sent to exiting Clerk as there are serious concerns around the parish council not being in control of their data. The parish council cannot take copies and need access to the original data. Locum Clerk to liaise with exiting Clerk to help with the handover.

13. To review any outstanding property and agree recovery / replacement steps & costs following departure of Clerk

Councillor Manuel to put together a list of outstanding items. Locum Clerk to work with exiting Clerk on the handover list. If everything is in order by close of business on Monday 9th October, there will be no need for Hampshire Legal Services to act.

14. To approve final salary request from Clerk

RESOLVED: On completion of the handover to Locum Clerk, the Council approved the final payment for exiting Clerk.

Proposed: Councillor Manuel

Seconded: Councillor Broad

All in favour

RESOLVED: The Parish Council want to formally note that the handover has been very difficult and has been made unreasonably hard by the exiting Clerk. Thanks were given to the Chair for all the additional hours invested in the parish council over the past month.

Proposed: Councillor N Holladay

Seconded: Councillor Broad

Votes in favour: 7

Votes abstained: 2

MEETING CLOSED AT 9PM