



# Broadbridge Heath Parish Council

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## EXTRORDINARY MEETING OF THE PARISH COUNCIL 16<sup>th</sup> April 2025

Present Were:

Cllr Simon Leighton (SL)  
Cllr Sarah Chandler (SC)  
Cllr Geoff Clark (GC)  
Cllr Jeanne Coker (JC)

Cllr Sam Hazell (SH)  
Cllr Terry Oliver (TO) Chair  
Cllr Edward McLennan-Murray (EMM)

Clerk: Locum Clerk Louise Shaw

Guests: None

Public: None

109/25

### **Appointment of Locum Clerk for the meeting**

The Chair of the meeting (Cllr TO) informed the members that the meeting would need to be clerked by a locum clerk. The BBH Clerk had put forward a locum clerk prior to the meeting. The Chair addressed the members to appoint Locum Clerk Louise Shaw for the purpose of the meeting. Cllr SH proposed the motion and Cllr SC seconded the motion. ***It was UNANIMOUSLY agreed that the Council accept and approve Louise Shaw as locum for the meeting.***

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### **Public Speaking**

There were no members of the public present at this meeting.

111/25

### **Declarations of Interest and Notifications of changes**

There were no declarations or notifications made at the start of the meeting.

112/25

### **Chair's Announcements**

The Chair wished to thank the locum clerk for stepping in at short notice in order to allow the council meeting to go ahead. There were no further announcements.

113/25

### **Ratification of Past Decisions and Expenditure**

To consider and determine ratification of the following decisions previously taken:

6.1 To agree the decision to enter into a one-year contract for HR services with WorkNest at a total cost of £2,690.

6.2 To retrospectively approve delegation to sign the Worknest contract on behalf of the council.

6.3 To agree an Employee Assistance Programme (EAP) with WorkNest at a cost of £1,127. Deferred to the next meeting.

6.4 To note that these decisions are being regularised to comply with Standing Orders, Financial Regulations, and relevant legislation.

Cllr GC addressed the members and informed them about the original decision to agree a three-year contract from WorkNest for HR Services, however the

members concluded that they wished to enter a one-year contract for the quoted price of £2,690.00. The locum clerk asked whether this decision was made at the last meeting held on the 31<sup>st</sup> March, which did not have a proper officer at the meeting. The locum clerk went on to explain that while not explicitly illegal for a council to technically hold a meeting without a clerk present, it is highly recommended and likely legally required to have a clerk. The clerk is a statutory officer with crucial responsibilities in ensuring lawful decision-making processes are properly followed and recorded as a true version of events, proper financial administration, and smooth council operations. It was also stated that the items listed in point 6, were in fact not listed on the original summons/agendas and therefore should not have been discussed at the meeting on the 31<sup>st</sup> March or ratified at this meeting. The locum clerk informed the members that all meetings have to have a clerk and if they were to find themselves in that position, they are to either cancel the meeting or find a locum clerk. The locum clerk informed the members that the council could be in danger of Ultra Vires decisions and suggested potentially going through the previous minutes and checking all decisions made over the last year.

It was concluded that 6.1& 6.2 would be discussed in full under the confidential section and a fresh resolution be made. 6.3 would be deferred to the next full council meeting. ***It was UNANIMOULSY agreed that the Council accept and approve the recommendations from the Locum Clerk***

6.4 The clerk informed the members that the process of decision making had fallen short of the council's own Standing Orders, Financial Regulations and relevant legislation based on the then advice given to the council at the time of the meeting.

114/25

#### **Wickhurst Green Parcels**

Cllr SH provided an update for the benefit of the locum clerk. All members had been in a meeting with Vistry prior to the Extraordinary meeting. Cllr SH confirmed that the money had been issued by Vistry on the day of the meeting for both the s106 monies and HLS fees. The council would like the officers to check that the monies are in place and to complete the transfers. The council members discussed delegating the chair of Allotment sub-committee in conjunction with the council officers on plot allocations as well as getting the allotments ready for use as soon as possible. Cllr EMM proposed the motion with Cllr SC seconding the motion. ***It was UNANIMOULSY agreed that the Council accept and approve the recommendations and delegation of officers and members on all matters of the set up of the Churchhill Way Allotment Site.***

***The Chair moved the meeting to confidential at 14.32pm. It was UNANIMOULSY agreed that the Council move to confidential.***

***The Chair moved the meeting out of confidential at 16.01pm. It was UNANIMOULSY agreed that the Council move out of confidential.***

116/25

#### **EMR391 – HR Resource**

Cllr SH addressed the members and informed them about the workings of the adjustment of the EMR391. The locum clerk informed the members that the request of flexible working hours could not be considered under this item and would need to be brought back to council for discuss and ratification in the correct manner. The thought process would have been the savings from the reduction in staff salaries and PAYE costs would be transferred into the EMR391. As the discussion of the flexible working will need to be brought back, the original suggestion from the Clerk, would be for the money, up to the value of £5000, be

topped up from EMR. The Chair asked for a proposer and seconder. Cllr EM proposed the motion and Cllr SH seconded the motion. ***It was UNANIMOULSY agreed that the Council accept and approve the recommendation of moving the £5000 from EMR XX to EMR391.***

117/25

**Date of next meetings:**

Finance and Establishment Committee – Monday 28<sup>th</sup> April – 7:45pm  
Annual Parish Council meeting – Monday 12<sup>th</sup> May – 7:30pm  
Recreation Committee – Monday 9<sup>th</sup> June – 7:45pm  
Allotments sub-committee – Monday 10<sup>th</sup> November – 7:30pm  
Personnel Committee – Monday 10<sup>th</sup> November – 8:30pm (TBC)

The members agreed the dates provided for the next meetings and added that not withholding an extraordinary meetings that may be required.

**With no further business to discuss, the Chair called the meeting to a close at 16.05pm**

**Signed..... Dated.....**