

**Minutes of the Rackheath Community Council Extraordinary Meeting
Of Monday 11th December 2023 at 6.00pm
At The Pavilion, Green Lane West, Rackheath, NR13 6LT**

Called by Pippa Nurse
Chairman of the Community Council

Philip Stone, (Locum) Community Clerk

Councillors Present: Pippa Nurse (Chair), Brian Gardner, Fran Whymark, Steve Nurse

Members of the Public: None in attendance

1. To consider and approve any apologies for absence
Apologies from Julie Hunt and Nicola Kerr approved.
2. There were no declarations of interest or dispensations for items on the agenda

A proposal was made to exclude the public under the Public Bodies (Admissions to Meetings) Act 1960, to due to the confidential nature of the item to be discussed – personnel matters.

3. To review and approve how the Clerk's/RFO role will be covered temporarily in the absence of a Clerk
 - The meeting agreed that Pippa Nurse will temporarily be appointed as Clerk & RFO (unpaid) whilst a locum / permanent candidate is being appointed.
 - Proposed that Facilities Coordinator can work additional hours where required to support. **All agreed.**
 - Training for ILCA (Introduction to Council Administration) for the Facilities Coordinator was proposed at a cost of £120 per year. **All agreed.**
 - NPTS Year End Training for both Facilities Coordinator and temporary Clerk proposed at a cost of £60 each. **All agreed.**
 - NPTS Understanding Council Finances course for Facilities Coordinator was proposed at a cost of £48. **All agreed.**

All matters having been discussed the meeting was closed at 6.30pm