



**Minutes of the Extraordinary Full Council Meeting held in the Market Hall, The Square, Holsworthy
on Wednesday 11th March 2026 at 19:00**

Present: Councillors; J. Hutchings, H. Parker, J. Allen, P. Brown, D. Cole, D. De ste Croix,
I. Edwards, G. Mardle, S. Preston & J. Tadman

In attendance: Assistant to the Town Clerk (ATTC)

5836. Apologies for absence.

Councillors: N. Kenneally & L. Piper

5837. Declaration of interests - *To receive declarations of personal and prejudicial interests in respect of items on this agenda.*

The Mayor asked councillors to declare any relevant interests as they arise.

**5838. To discuss and comment on Planning Applications received prior to the meeting:
1/0117/2026/REM**

Councillors reviewed the Planning portal and noted the chair of Planning & Highways Councillor J. Tadman noted from observation that it seems to be only a layout change. Discussion ensued. The council felt that if the only alteration is layout they have no additional comments to make.

5839. To discuss and appoint an Internal Auditor for the end of year finances.

The chair requested the ATTC to inform the committee of the advice provided by SLCC. It is not required but best practice to appoint an internal auditor annually. It was also noted that if councillors have raised concerns regarding the auditor it is recommended to appoint a new internal auditor. Discussion ensued. Cllrs J. Hutchings & J. Allen clarified their concerns with councillors that were not aware.

Councillor J. Hutchings proposed to request the TC & ATTC upon their return to explore Internal Auditors for approval at April Full Council and be agreed. This was seconded by Councillor J. Tadman and approved. (Unanimous).

5840. To appoint a Temporary Proper Officer

Cllr J. Hutchings briefed the councillors on the tasks of a Proper Officer noting that the ATTC is unable to call meetings legally and therefore, had to be called by the Chair of the Council. Discussion ensued. Cllr. J. Hutchings suggested appointing the ATTC as Temporary Proper Officer which only comes into effect in the absence of the TC/RFO.

Councillor J. Hutchings proposed to appoint the ATTC as Temporary Proper Officer in the absence of the TC/RFO and be agreed. This was seconded by Councillor S. Preston and approved. (Unanimous)

5841. To consider and agree an Interim Payment System.

Cllr. J. Hutchings noted that the ATTC had concerns regarding payments and was advised by SLCC that an interim payment system be put in place in the absence of a TC/RFO. SLCC recommended that 2 councillors approve payments and be present with the ATTC to ensure public money is safe and a paper trail is created. Cllr. J. Hutchings suggested allowing the ATTC to make payments in the absence of the TC/RFO with 1 nominated Councillor present.

Cllr J. Hutchings stated that the agreement on the Interim Payment System/Process made today will cover the Council up until May. He suggested that it becomes an annual process to agree to allow payments to be made in the absence of the TC/RFO.

Councillor J. Hutchings proposed that the ATTC can make payments in the absence of the TC/RFO with the same authorities alongside a nominated councillor and/or current mayor. This was seconded by Councillor D. De ste Croix and approved. (Unanimous).

Councillor D. De ste Croix nominated Councillor P. Brown to approve and observe payments in the absence of the TC/RFO and be agreed. This was seconded by Councillor H. Parker and approved. (Unanimous).

5842. To discuss and agree the tender process for the green space management.

Councillor J. Hutchings made a motion to move this agenda item into Part 2 due to the confidential nature of the discussions. This was seconded by Councillor H. Parker and approved. (Unanimous)

Councillor J. Tadman proposed to reissue the tender process to the public due to a lack of transparency, restricted suppliers and governance concerns and be agreed. This was seconded by Councillor J. Allen and approved. (Unanimous).

Councillor J. Hutchings proposed that in view of the special or confidential nature of the following business to be transacted, it is advisable, in the public interest, that the public and press temporarily be excluded and they will be instructed to withdraw. This was seconded by Councillor D. De ste Croix and agreed. (Unanimous)

5843. To discuss and agree a potential appointment of a Locum Finance Officer to complete the end of year finances, if required.

Cllr J. Hutchings informed council that as the year end is coming up. The council may need to appoint a Locum Finance Officer to complete the end of year finances if required as the ATTC, though capable, declined the appointment of Temporary RFO. Discussion ensued.

Councillor J. Hutchings proposed the council investigates options for a Locum Finance Officer to be agreed at April Full Council Meeting, if required and be approved. This was seconded by Councillor H. Parker and agreed. (Unanimous).

The ATTC exited the meeting at 19:50

5844. To discuss and agree additional working hours for the Assistant to the Town Clerk.

Councillor J. Hutchings proposed any extra hours required to fulfil in the absence of the TCRFO to be agreed by the Mayor and be approved. This was seconded by Councillor J. Allen and approved. (Unanimous).

5845. Close

Councillor mayor closed the meeting at 20:09

Signed 

Dated1/4/26



Part Two – CONFIDENTIAL

Minutes of the Extraordinary Full Council Meeting held in the Market Hall, The Square, Holsworthy on Wednesday 11th March 2026 at 19:00

Present: Councillors; J. Hutchings, H. Parker, J. Allen, P. Brown, D. Cole, D. De ste Croix, I. Edwards, G. Mardle, S. Preston & J. Tadman

In attendance: Assistant to the Town Clerk (ATTC)

5842. To discuss and agree the tender process for the green space management.

It was noted at the previous Full Council meeting that many councillors would disagree with contracting a particular contractor due to previous history with them, since voting and agreeing the tender the chosen contractor was the contractor councillors had concerns with. SLCC advised that there are 2 options. 1. To continue with the process and appoint the agreed contractor, 2. Re-issue the tender to the public and hire a temporary contractor to maintain the green space whilst the tender process is being completed. Cllr J. Hutchings stated that if we believe we are acting in the best interest of the town and we are not breaking any laws then we are doing our due diligence as a council. Discussion ensued. Cllr. J. Allen queried whether it would be appropriate to dismiss the tender process due to the council's belief that it was a fraudulent process. Cllrs agreed with this. Discussion ensued. Due to lack of transparency, restricted suppliers and governance concerns the council felt it would be in the best interest of the town to inform all 3 contractors that the councillors voted that the tender process was void as advised by SLCC and will reissue the tender process.

Councillor J. Tadman proposed to reissue the tender process to the public due to a lack of transparency, restricted suppliers and governance concerns and be agreed. This was seconded by Councillor J. Allen and approved. (Unanimous).

5843. To discuss and agree a potential appointment of a Locum Finance Officer to complete the end of year finances, if required.

Councillor J. Hutchings noted that a Locum Finance Officer is dependent on when the TC returns to work. The ATTC has declined but is more than capable to take on this role. The council should know by April if the appointment of a Locum Finance Officer is required and should ensure the council is prepared.

Councillor J. Hutchings proposed to investigate options for Locum Finance Officers for April Full Council, if required and be agreed. This was seconded by Councillor H. Parker and approved. (Unanimous).

The ATTC exited the meeting at 19:50

5844.To discuss and agree additional working hours for the Assistant to the Town Clerk.

Councillors discussed additional working hours for the Assistant to the Town Clerk(ATTC) noting that in the absence of the TC the workload has increased.

Councillor J. Hutchings proposed any extra hours required to fulfil in the absence of the TCRFO to be agreed by the Mayor and be approved. This was seconded by Councillor J. Allen and approved. (Unanimous).

5845.Close

Councillor J. Hutchings closed the meeting at 20:09