



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

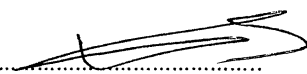
5844. To discuss and agree additional working hours for the Assistant to the Town Clerk.

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



Dated 1/4/26