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PENTYRCH COMMUNITY COUNCIL



CYNGOR CYMUNED PENTYRCH

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Minutes of a confidential Extraordinary Meeting held at 6:30pm, August 2022 held online via Microsoft Teams

This meeting was closed to the press and public under the Public Bodies (Admission to Meetings) Act 1960 since it deals with a confidential staffing matter.

PRESENT: Councillors Gary Dixon, Mike Sherwood, Stuart Thomas, Sara Pickard, Ian Jones, Jena Quilter, John Yarrow

In attendance: Helena Fox, Clerk

1. **To receive apologies for absence:** Cllrs S Rosser, K Thomas, L McGrath, Y Krip
2. **To receive any declarations of interest:** There were none.
3. **To decide on the appointment of a temporary book-keeper for PCC:** The Finance Committee recommend that after retiring as Clerk, Helena Fox be appointed PCC's temporary book-keeper to manage the monthly finances for a fixed sum of £500/month to include the Interim Internal Audit to September 30 2022. A new @pentyrch.cc email account will be set up for this.
 - 3.1. Cllr Stuart Thomas objected to having the Clerk present for this item. The Chair noted the objection and overruled it allowing the Clerk to stay on the basis that all the details were in the public domain from the Minutes of the August Finance Committee meeting and the proposed arrangements were temporary, pending the permanent replacement of the Clerk/RFO.
 - 3.2. Cllr Sherwood noted that unless this arrangement was put in place, PCC would not be able to manage its financial affairs until a new Clerk/RFO or Deputy Clerk were in post and the bank mandate updated.
 - 3.3. It was **RESOLVED** that Helena Fox be appointed as PCC's temporary book-keeper from 9.9.2022 at a fixed payment of £500/month to include the Interim Internal Audit to September 30 2022. A new @pentyrch.cc email account will be set up. Cllr Stuart Thomas objected.

Cllr Yarrow joined the meeting.

4. **To decide on the appointment of a locum Clerk/RFO for PCC including for support of new PCC staff:** It was **RESOLVED** that a locum be appointed if needed following interviews to be concluded on August 31.
5. **To decide on a Microsoft Business Teams account for PCC:** IT consultants Stable recommended that PCC move to a Microsoft Business Teams account. This will be necessary to run hybrid meetings and enable the sharing of documents on-screen.
 - 5.1. It was **RESOLVED** to present a full costed proposal for a Microsoft Business Teams account as provided by Stable to the September PCC meeting.

Date of the next meeting: September 19 2022 online via Microsoft Teams 6:30pm

The meeting closed at 18:53

Signed by digital signature

Dated September 19 2022