

NEWENT TOWN COUNCIL

Minutes of a meeting of Newent Town Council held on
Monday 24th April 2023 at Room G4 Newent Community School, Watery Lane, Newent at 7.36pm

Present: Councillors Mrs M Duffield (Vice Chairman), Mrs G Moseley, Ms C Stone, Mr R Beard, Mrs S Marcovecchio, Mrs J Gooch, Mrs K Selwyn, and Mr E Wood.

Also present – Mrs Irena Litton, Mr N Sapsed and 4 Members of the Public.

Public Participation Session

Speaker 1

Cllr Roger Beard read out a statement of thanks, in summary:

“I wish to record my thanks for support of Councillors and Clerks over 20 years of serving the Town of Newent, which was recognised by being awarded the BEM which I accepted on behalf of the electorate of Newent.”

1. To note apologies for absence.

Apologies were accepted from Councillors Mrs Christine Howley and Mrs Karen Draper.

2. Declarations of Interest on items on the agenda.

There were none.

3. To approve the Minutes of Council Meeting held on Monday 27th March 2023

The council resolved by a majority decision that the Minutes were a true and accurate summary of the meeting and were duly signed by the Chairman.

4. Clerk's update and matters arising from previous Minutes.

4.1. To note the Clerk's Report

An update on the Market House project was sent to the Members prior to the meeting and Mr Neil Sapsed gave an overview. The black will be painted by the Council's staff whilst the scaffolding is still erected.

The Locum RFO has sent a bank variation mandate, to add Mrs Litton and Mr Sapsed to the list of online bank users. Further, bank variation mandates will need to be completed in early May to remove the former Clerk and Councillors that are stepping down, plus enlist new signatories from the members of the new Council.

5. To confirm the appointment of Roy Balgobin as Locum Town Clerk for the period 17th April to 30th June 2023 (15 hours per week)

The Council confirmed the appointment of Roy Balgobin as the Locum Town Clerk from the 17th April – 30th June 2023. The Council agreed to further approve the extension of a role for training and mentoring the new Clerk for a period up to the 17th September 2023.

6. To confirm the appointment of Neil Sapsed as Town Clerk/RFO effective from 1st July 2023.

The Council confirmed the appointment of Neil Sapsed as Town Clerk/RFO effective from the 1st July 2023, subject to the appropriate employment checks.

7. To confirm the appointment of Irena Litton as Locum RFO for the period 17th April to 30th June 2023 (15 hours per week)

The Council confirmed the appointment of Irena Litton as the Locum RFO from the 17th April – 30th June 2023. The Council agreed to further approve the extension of a role for training and mentoring the new Clerk for a period up to the 17th September 2023.

8. To confirm the temporary appointment of Emma Bennett as a Town Council Administrative Office effective on 15th May 2023 (10 hours per week)

The Council approved the temporary appointment of Emma Bennett as a Town Council Administrative Officer effective from the 15th May 2023.

9. To note the appointment of Charlie Reynolds as an Administration Assistance (Fulltime) commencement date to be confirmed.

Ms Reynolds has been offered the opportunity to join the Local Government Pension Scheme, to which she has accepted.

The Council confirmed the appointment of Charlie Reynolds as an Administration Assistance to commence on the 30th May 2023.

10. Finance

10.1 To approve the accounts to be paid.

The Locum RFO sent the Council Members a list of payment to be authorised and requested that a late addition of £1,375.20 deposit for Connect Electrical be included.

The Council approved the payments to be authorised as per the list provided, including the late addition.

10.1 To note the RFO Report

The Locum RFO reported the receipts received in April 2023, no bank reconciliation is available whilst the end of year accounts is still being finalised.

The Vice Chairman closed the meeting at 20.09 pm