

LITTLE BADDOW PARISH COUNCIL

An Extraordinary Meeting of the Parish Council was held in the History Centre on March 16th, 2020. The Meeting commenced at 7:30pm. In attendance: -

Cllr Mr P Irvine – Chairman
Cllr Mrs B Teal
Cllr Mr K Bonsor
Cllr M Coates-Jones

Cllr Mr J Scott
Cllr D Ginn
Cllr K Sheldrake
Cllr Mr A Roche (From 8.15pm)

Mr I Wardle – Clerk

Members of the Public – 0

46/20 Apologies for Absence

None

47/20 Declarations of Interest

None declared

48/20 To Approve the Minutes of the 5th March 2020 Meeting

Council approved the minutes from the meeting on 5th March and they were signed by the Chairman

49/20 Public Question Time

There were no members of the public present.

50/20 Co-option of Councillor Advertisement

Council approved the draft advertisement for the vacant councillor position. The closing date for applications was agreed as 17th April, however this will be allowed to extend should there be no applicants within the next month.

51/20 Memorial Hall Improvement Project

Council reviewed the updated list of proposed improvements for the Memorial Hall and were pleased that a number of items had been completed. Actions agreed:

- Cllrs Teal and Irvine to advise on electricians for quotes for the 7 electrical items on the list.
- The Clerk to get quotes for the proposed security cameras.
- Cllr Roche to confirm wifi equipment quote is acceptable and appropriate.
- Other items to be updated at the next council meeting

52/20 Memorial Hall Administration (Council resolved to take the meeting into private session)

A discussion took place on a job description for a role to provide caretaking and administrative duties for the Memorial Hall and the Sports Pavilion. The Clerk to prepare a final draft of the job specification for a Facilities Manager for approval at the next council meeting.

Council resolved to continue with the existing temporary arrangement from 1st April 2020 on a week to week basis until the new position was filled.

53/20 Date of Next Meeting

The next Ordinary Parish Council Meeting will take place on **Thursday 2nd April 2020** commencing at 7:30pm

The meeting closed at 9:00pm.

Chairman
Date