

COLESHILL PARISH COUNCIL

MINUTES of an Extraordinary Meeting held on Friday 21st June 2013, at Holly Croft

Present – Clr Richard Ware (DW), Clr Sarah Parker (SP) (Vice Chairman), Clr Carol Hallchurch (CH), Clr David McGhee (DMcG) and Clr Lynn Woodgate (LW)

SP indicated emergency exit

Apologies for absence – Terence Prideaux (TPx)

1. The Council unanimously appointed Mr Rob Robinson of HASE Services Limited, Green Acres, Doggetts Wood Lane, Chalfont St Giles as accountant and internal auditor.
2. It was agreed that Mr Robinson be requested to: obtain the necessary documentation from the Clerk at his earliest convenience; review time/work necessary to finalise accounts/conduct internal audit; advise the Council of his estimated professional fees; and advise the Council as to the preparation and timing of the external audit.
3. It was agreed that notwithstanding the Clerk's indisposition, the Council must be able to conduct its business as usual. It was agreed that the Council, taking the advice of BALC, would do its utmost to support the best interests of the Clerk and, if deemed necessary, a temporary clerk should be appointed.
4. It was agreed that a Disciplinary and Grievance Sub-Committee be set up comprising of the Chairman and Cllrs. Hallchurch and Woodgate.
5. Date of next meeting – Monday July 22nd, 2013