



**2004/5 CONTINGENCY PLAN AND RISK ASSESSMENT re THE TOWN CLERK'S UNFORESEEN ABSENCE**

The Mayor thanked the Town Clerk for her attendance at the Annual Statutory Meeting held on 21<sup>st</sup> May 2004 despite her ill-health, to maintain the legality of the proceedings.

Members discussed the staffing situation in light of the uncertainty over the date of the Town Clerk's return to full-time working. The following was agreed upon:

1. The Town Clerk to be asked to supply a medical certificate to cover sick-leave.  
**ACTION CLLR. MORDUE**
2. Resulting from (1), if the Town Clerk was to be absent or on light duties for any length of time the Mayor and the Chairman would authorise temporary help for routine office duties such as photocopying; the Clerical Assistant to cover the Town Clerk's duties as best she can. Mr East to be asked to cover outside duties and inspections as required.
3. All Chairmen to draft letters arising from their own meetings and send them to the office for copying on to headed paper and sending out pp. the Town Clerk.

Proposed by Cllr. Stuchbury, seconded by Cllr. Mordue, and **AGREED** that Mrs. McElligott be allowed access to the accounts system.

Cllr. Mordue reported that he had already instructed the bank to supply a list of the Council's Standing Orders and Direct Debits to Mrs. McElligott so that cheques for the appropriate invoices passed at the last Full Council meeting could be raised.

**2004/6 TO RECEIVE THE FINANCIAL STATEMENTS**

These were not available to the meeting due to the Town Clerk's illness.

**2004/7 CHAIRMAN'S ITEMS**

Cllr. Barnett advised Members that he, Cllr. Newell and a member of the Community Plan Committee had interviewed candidates for the post of Project Manager and appointed Mr. Mark Gadd; his contract would run from the beginning of June and he would be paid monthly.

Members asked about the further consultation on the Community Plan: Cllr. Barnett indicated that this was currently being finalised and would be sent out at the end of June.

Meeting closed at 7.35pm

CHAIRMAN ..... DATE .....