Minutes of Halam Parish Council Extraordinary meeting held in the village hall on Wednesday 22nd July 2026 at 7.30pm

July 26/22 **To nominate a minute taker for the meeting**
Andrew Paris was proposed by Simon Bust, seconded by Catherine Blackburn.
Agreed unanimously.

July 26/23 **To consider any apologies for absence**
Chris Bevans
The PC accepted all apologies

Present:
Chair – Chris Denyer, Catherine Blackburn, Simon Bust, Andrew Paris, and Ganesh Subramanian

July 26/24 **Declaration of councillors' interests & dispensations**
None

July 26/25 **To approve minutes of the previous meeting held on 9th July, and to receive updates from the previous meeting**
To be considered at the August meeting.

July 26/26 **To adjourn to allow public participation**
Nothing this meeting

July 26/27 **Finance**
I. The Chair nominated Andrew Paris as authorized signatory to set up banking payments until an RFO is appointed – proposed Ganesh Subramanian, seconded Simon Bust.
Agreed unanimously.
II. It was agreed that Andrew Paris would set up payments, with Catherine Blackburn and Chris Denyer as authorise.
III. Payment of £1,800 to the decorator of the village hall was approved unanimously.

Payment to be authorized online **SIGNATORIES**

July 26/28 **Appointment of Clerk/RFO**
As we have received no responses to the advertisement for a Locum Clerk/RFO, it was agreed that the roles should be split.
A resident has offered to be a voluntary (unpaid) RFO. This would require a written Agreement between the RFO and the parish council – NALC to advise. The Agreement will be for an initial six-month period.
Proposed, Ganesh Subramanian
Seconded, Simon Bust.
Agreed unanimously.
The HR Committee to draw up a job advertisement for a Parish Clerk.

Chair to liaise with NALC to draw up RFO Agreement

Charlie Wright to draft clerk advert for circulation

July 26/29 **Storage of Parish Council Documents**

Question was raised as to how long documents need to be legally held – NALC will be consulted.
Parish documents such as old minute books and accounts will probably be deposited in the Nottinghamshire Archives – Andrew Paris to research.
It was thought that a medium-sized, fireproof safe would be appropriate storage for the retained documents. This could be stored in a cupboard in the village hall. To be discussed further at the next parish council meeting.

Chair – how long do we need to keep documents.

Andrew Paris to research archiving documents

July 26/30 **Date and time of next meeting**

The next meeting will be held on Wednesday 12th August.
Proposed Ganesh Subramanian, seconded Charlie Wright.
Agreed unanimously.