

Fountains Abbey Parish Council

Clerk: David Taylor
Thornfield, 57, Whitcliffe Lane, Ripon, North Yorkshire, HG4 2LB
Telephone: 01765 601693
Email: clerk@fountainsabbey-pc.gov.uk

Minutes of the Extra Ordinary Meeting

Held on Tuesday 21st July 2026 7.00pm at Studley Roger Village Hall

0-033-2026/2027b

Present

Councillor Steve Byfield (Chair)

Councillor Charles Johnson (Vice Chair)

Councillor Derrick Slater

Councillor Jenny Atkinson

Councillor Vic Lawson

The meeting was opened by the Chair.

1-034-~~2026~~/2027 APOLOGIES FOR ABSENCE

2026

C/S

No apologies for absence.

2-035-2026/2027 REASONS FOR ABSENCE

No reasons for absence were required

3-036-2026/2027 DECLARATIONS OF INTEREST

No declarations of interest were received

4-037-2026/2027 DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST FOR AGENDA

No declarations of interest or dispensations were received

5-038-2026/2027 TO CONSIDER MOVING TO A CLOSED MEETING THAT, IN VIEW OF THE

CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED REGARDING STAFFING, THE PRESS

AND PUBLIC BE EXCLUDED UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960,

SECTION 1(2), FOR THE DURATION OF THE MEETING.

Fountains Abbey Parish Council

RESOLVED: The meeting should move to a closed meeting.

6-039-2026/2027 TO CONSIDER THE FOLLOWING BUSINESS CONTINUITY MATTERS AND TO AGREE

APPROPRIATE ACTION:

RESOLVED:

- (1) Chair Cllr S Byfield and Vice Chair Cllr C Johnson to become signatories for online banking with the Councils Bank Nat West with immediate effect.
- (2) Councillors to have visibility of the bank account, when possible, due to the facilities within the present bank platform.
- (3) To move the present Nat West Bank account, when possible, to a new Nat West platform which allows for dual signatories and authentication
- (4) To upload the adopted 2025 Financial Regulations adopted by the council 18th May 2026 to the website with special reference to item 7 protocols.
- (5) To instruct Hugo Fox web providers to release all councillors and clerk email addresses and passwords to the chair to allow them to become active by the 1st August 2026
- (6) No personal emails are to be used by any member of the council once the new emails are in place.
- (7) The Chair and Vice Chair to be additional joint data controllers.
- (8) To instruct Hugo Fox to release the log in and passwords for the Council Website to the Chair and Vice Chair to allow full access to upload documents to the website and alter content
- (9) To upgrade the Councils web provider package to silver to allow for online cloud storage and back up of Council data.

Fountains Abbey Parish Council

- (10) To instruct Hugo Fox to provide log in and passwords for all council members to allow upload read and write facilities for the Chair and Vice Chair and Clerk and read only and download facilities for all other council members.
- (11) To upload all council data and programs such as the accounts program held on the Clerks home PC to a council Laptop as soon as possible.
- (12) To upload all council data from councillor's home computers to the council laptop
- (13) To upload all council data from the Council Laptop to the Hugo Fox cloud back up
- (14) To delete all council held data for all home computers including the Clerks PC as soon as the data has been confirmed as successfully transferred.
- (15) To instruct that in the event of the Clerks absence all creditors and debtors received on an existing email should be forwarded within 24 hours to the clerks' new email address.

7-040-2026/2027 TO CONSIDER THE PURCHASE OF A COUNCIL LAPTOP

RESOLVED:

- (1) To purchase a 16MB ram Laptop to include Office 365 and anti-virus software as soon as possible through the council account Budget under £350.00 excluding software
- (2) To approve the purchase of the laptop and above programs outside the Council account should it not be possible within 3 weeks.

8-041-2026/2027 TO CONSIDER THE APPOINTMENT OF A LOCUM CLERK AND THE SCOPE OF WORK

TO BE UNDERTAKEN.

Chair Initials

clerk@fountainsabbey-pc.gov.uk

Page 3 of 4

Fountains Abbey Parish Council

RESOLVED:

- (3) To consider appointing a locum Clerk in the event of absence or reduced hours of the Clerk to ensure continuity.
- (4) In the event of the Clerks absence or reduced hours the Locum Clerk should be in possession of the Councils Laptop for continuity.

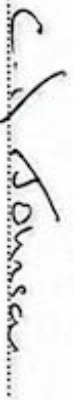
8-042-2026/2027 TO CONSIDER THE INTERNAL AUDITOR'S REPORT AND AGREE APPROPRIATE

ACTION.

RESOLVED:

- (5) The Council accepted that the Internal Auditors report was very disappointing and a plan of action will be formulated as soon as possible to address the action points within the report.
- (6) Recommendations will be presented to the council at the next meeting.
3. Meeting closed 8.30pm
4. Date of Next Meeting 14th September 2026

At The Ordinary meeting of Fountains Abbey Parish Council held on Monday 14th September 2026 It was resolved by unanimous vote to approve these minutes, copies which had been previously circulated to members, as a true and correct record. These Minutes were then signed by the Chair accordingly

Chair full signature  Date 14/09/26