

Fountains Abbey Parish Council

Clerk: David Taylor

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Minutes of the Extra Ordinary Meeting

Held on Monday 17th August 2026 7.00pm at Studley Roger Village Hall

0-043-2026/2027

Present

Councillor Steve Byfield (Chair)

Councillor Charles Johnson (Vice Chair)

Councillor Derrick Slater

Councillor Jenny Atkinson

The meeting was opened by the Chair.

1-044-2026/2027 APOLOGIES FOR ABSENCE

Councillor Vic Lawson

2-045-2026/2027 REASONS FOR ABSENCE

RESOLVED to accept Cllr V Lawsons reason for absence

3-046-2025/2027 TO RECEIVE ANY DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

TO NOTE No declarations of interest were received

4-047-2026/2027 TO CONSIDER ANY DISPENSATIONS FOR ITEMS ON THE AGENDA

TO NOTE No declarations of interest or dispensations were received

5-048-2026/2027 TO APPROVE THE MINUTES OF THE EXTRA ORDINARY MEETING 21.07.2026 AS

TRUE AND CORRECT.

TO NOTE That the council agenda and minutes from May although accurate are not formatted to best practice.

Chair Initials

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CLF

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RESOLVED To reformat all minutes and agendas to best practice for adoption at the next Ordinary meeting 14th September 2026

6-049-2026/2027 TO APPOINT A TEMPORARY PROPER OFFICER FROM WITHIN THE

COUNCIL MEMBERS.

RESOLVED That Cllr Byfield is elected as the interim Proper Officer of the Council during the absence of the Clerk. The Vice Chair Cllr Johnson will chair all Ordinary and Extra Ordinary meeting whilst the interim Proper Officer position is held by Cllr Byfield to reduce conflicts of interest.

7-050-2026/2027 TO APPOINT A TEMPORARY RESPONSIBLE FINANCIAL OFFICER FROM WITHIN

THE COUNCIL.

RESOLVED. That Cllr Byfield That Cllr Byfield is elected as the interim Responsible Financial Officer of the Council during the absence of the Clerk.

RESOLVED During this interim period the following measures will be put in place to ensure transparency and accountability. Item 19.3 Fountains Abbey Financial Regulations

- A) No payments can be made from the council's bank account without both Authorised signatories present Cllr Byfield and Cllr Johnson in the same room and a signed record should be made approving all payments except for any direct debits and standing orders previously approved.
- B) An audit using the internal control policy check list will be completed at least on quarterly basis by a non-signatory councillor.

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8-051-2026/2027 TO CONSIDER TEMPORARY CHANGES TO THE FINANCIAL REGULATIONS TO NOT

ALLOW ANY PAYMENTS TO BE MADE FROM THE COUNCILS BANK ACCOUNT WITHOUT THERE

BEING TWO SIGNATORIES PRESENT AND RECORDED.

RESOLVED The motion was approved

9-052-2026/2027 TO CONSIDER ADOPTING THE FOLLOWING POLICIES

RESOLVED The following policies were approved to be included within the Councils governance.

- a. Disciplinary Policy
- b. Grievance policy
- c. Flexible Working Policy
- d. Performance Improvement Policy and Procedures
- e. Sickness and Absence Policy
- f. Internal Control Policy Checklist

10-053-2026/2027 TO CONSIDER A MODEL CONTRACT OF EMPLOYMENT

RESOLVED The following template was approved to be included within the Councils record.

- g. The model Employment contract

11-054-2026/2027 TO CONSIDER THE APPOINTMENT OF THREE COUNCILLORS TO FORM A

STAFFING COMMITTEE.

RESOLVED Cllr Byfield, Cllr Johnson and Cllr Atkinson were proposed and seconded to form a staffing committee. Cllr Johnson was proposed and seconded to be the chair of the staffing committee.

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12-055-2026/2027 TO CONSIDER A REPORT TO BE PLACED WITHIN THE COUNCILS AGAR

2025/2026 TO INDICATE HOW THE COUNCIL INTENDS TO ADDRESS THE NEGATIVE ITEMS WITHIN THE INTERNAL AUDITORS REPORT AND AGAR STATEMENTS.

RESOLVED To submit a paper to the next Ordinary Meeting 14th September to indicate how the Council intends to address the issues raised within the AGAR and internal Auditors report.

13-56-2026/2027 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.

RESOLVED The motion was carried to move to a closed meeting.

14-57-2026/2027 TO CONSIDER THE FOLLOWING BUSINESS CONTINUITY MATTERS AND TO AGREE

APPROPRIATE ACTION:

h. Online Banking arrangement

RESOLVED. Two authorised signatories as stated within the Councils Financial Regulations 7.1 were accepted as Cllr S Byfield Cllr C Johnson. All other signatories to be removed with a new bank mandate as soon as possible.

i. Parish Council Laptop arrangements regarding Clerk emails, council records and accounting Software.

RESOLVED To seek advice from higher authorities for example our external auditors FPK Littlejohn as to how best manage and ensure the transfer of data to the Councils Laptop

j. Clerk sick leave update and arrangements for a meeting with the Clerk.

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RESOLVED To send a letter to the Clerk inviting him to an employment meeting with the staffing committee to be held between the 7th and 10th September

Meeting closed

Date of Next Meeting 14th September

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 C. J. Johnson Date 14/09/26

Chair Initials CJS

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