



# Fritcham cum Appleton Parish Council

Second Extraordinary Parish Council Meeting held in the  
Community Centre on Thursday 1<sup>st</sup> September 2011 at 7.30pm

## Minutes

**Present:** Roger Glazebrook (Councillor)  
Richard Gray (Councillor)  
Toni Kavanagh (Councillor)

**Apologies for Absence :** Apologies for absence were received from Geoff Kilham

The position of Acting Chairman fell to Richard Gray as longest serving Councillor.

### **Minutes:**

The Minutes of the Extraordinary Meeting held on 24<sup>th</sup> August 2011 were agreed and signed by Richard Gray.

### **Resigned Councillors:**

Richard Gray and Roger Glazebrook reported that they had had a discussion with Buffy Ross re her resignation who had said that she did not wish to return as Chairman but would be willing to be co-opted as a Councillor at a future date.

They had not spoken to Sue Allen as she has been on holiday but she will be asked if she wishes to reconsider her position and also be co-opted at a future date.

### **Election of Chairman:**

Toni Kavanagh proposed Richard Gray as Chairman and Roger Glazebrook seconded the proposal. Richard Gray was duly elected to serve as Chairman.

### **Election of Vice-Chairman:**

It was agreed that this election would be postponed until the next scheduled meeting on 13<sup>th</sup> September when Geoff Kilham and any co-opted Councillors would be present.

### **Interviews for the position of Clerk to the Parish Council.**

All suitable applicants would be contacted by Richard Gray and invited for interview on Tuesday 20<sup>th</sup> September.

Times and Interviewers would be decided at the next scheduled Meeting on 13<sup>th</sup> September.

**Transfer of Accounts:**

It was agreed that the transfer of accounts and new signatories would be arranged at the next scheduled Meeting on 13<sup>th</sup> September.

**Any Other Business:**

Toni Kavanagh proposed that all Parish correspondence should be headed Flitcham cum Appleton to standardize everything as this is the true title of the Parish and at present three different headings were being used.

This was unanimously agreed.

The monthly Parish Newsletter is now being distributed to Appleton and Toni Kavanagh said that she would contact Andrew Jarvis and ask him to change the title on this.

**Date of next meeting:**

The next meeting will be the scheduled Meeting on Tuesday 13<sup>th</sup> September 2011 at 7.45pm.

**Action to be taken at next Meeting:**

Revision of Minutes of Meeting on 12<sup>th</sup> July 2011

Election of Vice- Chairman

Arrange Transfer of Accounts and new signatories

Arrange times and Interviewers for post of Clerk to the Parish Council.

The Chairman thanked those present and closed the meeting at 8.30pm