

**MINUTES OF THE EXTRA-ORDINARY MEETING OF CONEY WESTON PARISH COUNCIL**

**HELD ON MONDAY 3<sup>RD</sup> FEBRUARY 2020 AT 4.00PM**

PRESENT B. Hogg (Chair), C. Flood, D. Haycock, J. Ladell (Vice Chair), P. Clarke, G. Mihr, R. Salter (Clerk), and 0 members of public.

	<b>ACTION</b>
1. Apologies: None	
2. Declaration of Interest: None	
3. Minutes agreed and signed.	
4 & 5 No public present	
6.1 Councillor Co-option – there was discussion about clarifying the process for co-opting new councillors for consistency and credibility. It was suggested that a recruitment policy be established to cover the process, including possible interviews and what candidates need to provide within their application and the induction process. The Clerk will draft this. There was one candidate who had submitted an expression of interest, Sue Hindry. She was proposed by Cllr Flood, seconded by Peter Clarke and was duly co-opted. The Clerk will write to Sue to advise her of the decision.	<b>RS</b>  <b>RS</b>
6.2 Chairperson – the Chair role includes chairing meetings, providing a briefing agenda prior to meetings and management of the Clerk. It was unanimously agreed Cllr Ladell will be the Chair through to the May meeting and Cllr Clarke will be the Vice Chair. It was suggested that the Chair rotate each year so that the load is shared. The Clerk will provide the declaration of interest forms for the Chair and Vice Chair for the next meeting.	<b>RS</b>
7. An email from a resident had been received requesting to see the budget and current financial year to date. The guidance from the Information Commissioners Office is that these documents and the precept can be made available on the website. The Clerk will add these to the website and email the resident back to advise them.	<b>RS</b>
8. Date of next meeting Mon 10 <sup>th</sup> February 4pm	