Parish Council

Minutes

Extraordinary Parish Council Meeting

Time: 6pm

Date: 19/6/2026

Venue: Ruckinge Village Hall

1). To receive apologies for absence and to approve of the reasons given
In attendance Cllr Hewison (Chair), Cllr Cliffe-Harrison (Vice Chair), Cllr Sharpe
Unable to attend Cllr Archer, Cllr Sillibourne

2). Declarations of interests
None

3). Exempt Session – Exclusion of the Press & Public. The Council is recommended to resolve that under section 1, paragraph 2 of The Public Bodies (admission to meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

4). Clerk Resignation and Steps

- **Ratify the Clerk resignation**

It was confirmed that the Ruckinge Parish Council has accepted the resignation of Emily Arnold

- **Appoint a Proper Officer**

It was resolved that Cllr Terri Cliff Harrison would become the interim Clerk

- **Notify the Bank**

It was resolved that Cllr Terri Cliff Harrison would speak to Unity Bank to remove Emily Arnold

- **Appoint an RFO**

It was resolved that Cllr Terri Cliff Harrison would become the interim RFO

- **Discuss and align on future path**

It was resolved that the Ruckinge Parish Council would no longer seek to employ a Clerk or RFO again, instead taking the path that many councils have elected to take, to use a Locum service ongoing. Having already investigated this, and received quotes, the council resolved to use “LCC Locum” as its new supplier (which is an offshoot of the Society of Local Council Clerks (SLCC). This means the council now gains a qualified and experienced Clerk.

It was resolved for Cllr Steve Hewison to receive delegated authority on appointing a Clerk based on the recommendation from the LCC Locum provider.

- Handover Planning

REDACTED as contains Legal and HR content

- Asset & IT Review/Audit

REDACTED as contains Legal and HR content

- HR & Legal topics

REDACTED as contains Legal and HR content

- Reference Topics

REDACTED as contains Legal and HR content

The meeting then closed at 8.10pm