

Minutes of the Full Council Meeting on Monday 29 September 2025 at 6pm **Held in the Castle Meadow Pavilion**

Members Summoned and Present: Cllr Angela Alexander, Cllr Alexandra Boyd Mayor 2025/26), Cllr Amy Flanagan, Cllr Claire Forbes, Cllr Chris Harrison (Deputy Mayor 2025/26), Cllr Phil Matthews, Cllr Mick Whillock

Absent: Cllr Charlotte Blackman, Michelle Ditton, and Cllr Peter Edge,

Officers Present: Brie Logan – Interim Town Clerk

In attendance: Press (0), Members of the public (0), online (5), Police (0),

[Link to agenda](#)

Public Participation

Members of the public were invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern, there were no matters raised.

The meeting commenced at 6.02pm.

EFC203 Apologies

Officer report 0925EFC1 was received

Proposed by Cllr Boyd and seconded by Cllr Matthews it was **RESOLVED** to accept apologies from Cllrs Blackman, Ditton and Edge.

EFC 204 Declarations of Interest

Action: Town Clerk

Officer report 0925EFC2 was received. It was **NOTED** that Councillors should declare any interests if they arise.

Cllr Boyd proposed that items 3 and 5 were deferred until the November meeting when Cllrs Blackman and Edge could be present. An amendment was proposed by the seconder to defer only item 5. This amendment was accepted by the proposer, Cllr Boyd. This motion fell by 5 votes to 2.

EFC205 To receive and consider a Staffing Report and Future Resources

Officer report 0925EFC3 was received. Proposed by Cllr Whillock and seconded by Cllr Forbes it was **RESOLVED** to (1) adopt the revised structure; Town Clerk, Assistant Town Clerk and Facilities Officer and commence the recruitment process immediately for these posts and (2) update the job title from Town Clerk to Interim Town Clerk/RFO and increase the weekly contracted hours from 16 to 24 hours per week with immediate effect.

Action: Town Clerk

EFC206 To receive and note the Councillor Vacancy

Officer report 0925EFC4 was received. Proposed by Cllr Boyd and seconded by Cllr Matthews, it was **RESOLVED** to receive and note the councillor vacancy.

EFC207 To consider actions relating to the Operating Plan and Risk Management Policy

Officer report 0925EFC3 was received and noted. Proposed by Cllr Boyd and seconded by Cllr Matthews it was **RESOLVED** to receive the update and note the Risk Management Policy will be presented for consideration and approval at the November meeting.

Action: Town Clerk

There being no further business, the meeting was closed at 6:39pm

These minutes were adopted on 13 October 2025 under minute reference FC25/210 as a true record of the decisions taken and are duly signed below by the chair of that meeting.

Signature of chair: *ABoyd*

Dated 13/10/2025