WEST HANNINGFIELD PARISH COUNCIL
Telephone: 07873 708275
Email: clerk@westhanningfield-pc.gov.uk
Website: www.westhanningfield-pc.gov.uk

MINUTES of an ordinary Parish Council Meeting
1st December 2025 at 7.30pm

Meeting held via Zoom

Present:
Cllr K Jones (Chairman and Acting Clerk)
Cllr P Galley
Cllr H Holman

Before the start of business, the Chairman requested all mobile phones be switched to silent and asked if anyone had any intention of recording the meeting. No one had the intention to record the meeting.

1. **Apologies for Absence**
   No absences
2. **Declaration of Interests**
   No interests were declared.
3. **Admission of the Public**
   It was resolved to exclude Members of Public frm agenda item 6.
4. **Public Forum**
   No members of public were present.
5. **Approval of Minutes**
   Members approved the minutes of the Personnel Committee Meeting held on the 14th October 2024.
6. **Staffing Matters**
   Members discussed the proposal put forward by the outgoing Parish Clerk to split the roles of the Parish Clerk and Responsible Finance Officer.

   This was discussed at some length. Members considered that the role of Parish Clerk and Responsible Finance Officer should remain unchanged. The reason for this is because as West Hanningfield is a small parish council and members believe that it is more cost-effective and efficient for one person to manage both the administrative and financial responsibilities rather than splitting them between two separate roles. This recommendation will be put before full council at its next meeting.

There being no further business, the meeting closed at 8.44pm.