



# THAXTED PARISH COUNCIL

The Community Hall, Newbiggen Street, Thaxted, Dunmow, Essex CM6 2QT

Tel: 01371 831952

Email: [clerk@thaxted-pc.gov.uk](mailto:clerk@thaxted-pc.gov.uk) Web: [www.thaxted-pc.gov.uk](http://www.thaxted-pc.gov.uk)

---

## MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING

Held at The Guildhall, Thaxted

on Thursday 4th June 2026 at 7:30pm

**Present:** Cllr Victoria Knight (Chairman), Cllr Terry Frostick (Vice Chairman), Cllr Andy Frater, Cllr Robert Silver, Cllr Ian Adams, Cllr Jenna Perkins, Cllr Theresa Egan

**In attendance:** Amanda Collins, Assitant Clerk.

**Apologies for absence:** Cllr Ray Williams, Cllr Nicky Tisseyre, Cllr Alex Young and Cllr Tom Breen.

---

### PART I – Business open to the press and public

#### 1. Apologies for Absence

That the apologies for absence received from Cllr Ray Williams, Cllr Nicky Tisseyre, Cllr Alex Young and Cllr Tom Breen be accepted.

#### 2. Minutes

##### Annual Full Council Meeting of 21st May 2026

The minutes of the Annual Full Council meeting held on 21st May 2026 had amendments to the following items agreed unanimously: items 1.2, 2, 8, 10, 13, 19.1, 19.6, 22, 23, 24 and 27. The amendments are now reflected in the draft minutes.

**RESOLVED:** That the minutes of the Annual Full Council meeting held on 21st May 2026, as amended, be approved as a true and accurate record of the meeting. Carried unanimously.

#### 3. Nomination of Assistant Clerk as Deputy Proper Officer and Deputy Responsible Financial Officer

The Council considered the Officer's Report and the draft Resolution (Appendix A) in respect of the nomination of the Assistant Clerk to undertake the functions of the Proper Officer under Standing Order 15(a)(ii), and the appointment of the Assistant Clerk to undertake the functions of the Responsible Financial Officer under Standing Order 16(a), during any period in which the substantive postholder is absent.

The Officer's Report noted that both Standing Orders are permissive but not self-executing, and that without a formal Council resolution the Assistant Clerk cannot exercise Proper Officer or RFO functions in their own right. The Report further noted that the arrangement would mitigate the procedural and operational risks arising in the event of unplanned Clerk unavailability and would be consistent with good governance practice as recommended by the National Association of Local Councils.

RESOLVED: That, in accordance with Standing Order 15(a)(ii), the Assistant Clerk be nominated to undertake the work of the Proper Officer during any period when the Clerk (as Proper Officer) is absent; and that, in accordance with Standing Order 16(a), the Assistant Clerk be appointed to undertake the work of the Responsible Financial Officer during any period when the Clerk (as Responsible Financial Officer) is absent, including but not limited to periods of annual leave, sickness, training, or other temporary unavailability; this nomination and appointment to take effect immediately and to remain in force until rescinded or amended by a further resolution of Full Council. The Assistant Clerk has the authority to procure services and training as and when deemed necessary in consultation with the Council Chairman.

Carried unanimously.

#### 4. Date and Time of Next Meeting

The Council considered the date and time of the next meeting of the Full Council.

RESOLVED: That the next meeting of the Full Council shall be held on Thursday 18 June 2026 at 7:30pm at the Guildhall, Thaxted.

*There being no further business, the Chairman closed the meeting at 19:56pm.*

These minutes were confirmed as a true and accurate record of the meeting.

Signed:

Cllr Victoria Knight, Chairman

Date: