

Minutes of Extraordinary Meeting of  
Stokenchurch Parish Council held on  
Monday 22nd December 2025 at 19.00hrs

Present;- Parish Clerk – Portia Mendy

Cllrs Baker, Bhatani, Wheeler and Thomas.

The Meeting Commenced at 19.10hrs

1. **Apologies were received from**;- Cllrs Burnham, Jenkinson and Seddon.
2. **Declarations of Interest.** None.
3. **Interim Clerk.**

The position of Interim Clerk was considered, and exacerbated by the resignation of Tracey Martin (Admin Officer). After due consideration it was proposed by Cllr Wheeler and seconded by Cllr Baker that Cllr Bhatiani undertakes the role of an Interim Clerk, **which is Voluntary and Unpaid**, providing just priority tasks to support the Council from the 2<sup>nd</sup> January 2026 till the appointment of a Full Time Clerk & RFO which is expected to be in position by mid January 2026.

4. **Legal & Administrative Matters.**

Cllr Wheeler and Thomas advised the Council that work is continuing on developing the Contract for the caretakers and once the draft contract is completed, it will be submitted to Mr Snelson at Geoffrey Leaver for consideration, amendment and adjustment to ensure the legality of the agreement.

Mr Snelson requested an update of progress at 13.31hrs today (22<sup>nd</sup> December 2025) but it was noted that they are closed from 23<sup>rd</sup> December 2025 to 5<sup>th</sup> January 2026, which will give us some time to progress with the drawing up of the proposed contract.

5. **Staffing Matters.**

Cllr Bhatiani and Thomas had interview Cliff Schraibman for the role of Clerk & RFO and had been impressed by his candour and experience. Subject to satisfactory references, second interviews and correct remuneration package a start date of 12<sup>th</sup> January 2026 looks possible. It was also noted that another potential candidate Ms Sarah Sturt (nee Marshall) is to be invited to undergo a similar process as soon as is possible.

It was also noted that the combined hours of 30 per week may be insufficient and that it is more likely to be 37.5hrs, the budget for this will need to be factored in calculations at the next Council Meeting on 7<sup>th</sup> January 2026.

The possibility of engaging a Deputy Clerk, was not progressed further at this time, as the role of the various Working Groups will help to mitigate the workload of the Clerk & RFO.

The Council considered pay scales for the role, and accepted guidance from BALC of £20.66 per hour to be considered in line with the budget.

The Staff Working Group will therefore;-

1. Arrange an interview for Cliff with Louise Steele and that Cllr Thomas attends.
2. Arrange an initial interview between Sarah Sturt and Cllr Bhatiani & Thomas.
3. Arrange an interview for Sarah with Louise Steele and that Cllr Thomas attends.
4. Ensure that the Contract is fully compliant with NALC & BALC regulations

The Finance Working Group will therefore;-

1. Examine the budget to ensure that the Council will be able to pay the Salary which is determined as correct for the role and responsibilities.

The next meeting of the Parish Council is scheduled for Wednesday 7<sup>th</sup> January 2026.

The Meeting Closed at 20.15hrs.