

Thornton Le Dale Parish Council

Minutes of the Extraordinary Meeting of the Parish Council held at 8.00 pm on Thursday 16th July 2026 at The Old Grammar School, Brook Lane, Thornton le Dale.

In attendance:

Present: Cllr Sanderson (Chairman); Cllr Garbutt; Cllr Hetherton; Cllr Green;
/ Cllr Tempest; Cllr Ahmed

2627/001 To Resolve to exclude members of the press and public due to the nature of the business to be transacted at agenda below, being prejudicial to the public interest. (Public Bodies (Admissions to Meetings Act 1960) & Standing Orders 3 (d).

Resolved: Proposed Cllr Green. Second Cllr Ahmed – all in favour

2627/002 To Receive apologies for absence given in advance of the meeting, & to Consider the approval of reasons given for absence.

None.

2627/003 To Receive declarations of interest in any items on the agenda.

None.

2627/004 To Receive and Approve the Appointment of Parish Clerk/RFO and Agree an appropriate course of action.

Feedback was received from Councillors who participated in the interview process (informal and formal) for both candidates. The Candidates relative merits and performance at interview were discussed extensively.

Resolved: That **Ebony Frankland** be offered the Post of Clerk / Responsible Financial Officer for Thornton-le-Dale Parish Council. Proposed – Cllr Hetherton. Second – Cllr Green. All in favour

Resolved: The Terms and Conditions confirmed as advertised – NALC scale LC2, Point 23.

Cllr Garbutt to; 1. Obtain references.

2. Compose and send offer letter (subject to satisfactory references).

3. Confirm starting date 1st September 2026

4. Issue and receive the signed contract of employment (using the recent NALC template and guidance).

5. Discuss and seek agreement of the current Clerk (Jenny) to work a 'transitional' month (September) to handover Parish Council business.

Proposed – Cllr Sanderson. Second – Cllr Hetherton. All in favour.

Resolved: That the process for authorising additional working hours be amended.

In the event that the Clerk considers that additional working hours are necessary to address an increased work load. The Clerk must seek prior authorisation from two Councillors (Chair of Finance Committee & Chair of Staffing Committee).

Proposed – Cllr Tempest. Second – Cllr Sanderson. All in favour.

2627/005: To Receive matters raised by members for inclusion on future agendas & note outstanding matters for Future Agendas.

None.

2627/006: To Confirm the dates of the future meeting(s) 2026:

NO August Meeting 2026 01 September 2026 06 October 2026

Close: Meeting closed 8.30 pm