

Agenda

Notice is hereby given that an **Extraordinary Meeting of the Parish Council** will be held at The Parish Room, Church Road, Halstead TN14 7HF commencing at **10.00am** on **Tuesday, 23 June 2026** to transact the under mentioned business, which Councillors are summoned to attend.

Signed: *Pip Nott*

Parish Clerk

Date: 17/6/2026

1. To receive and accept apologies for absence.

Please inform the Clerk if you are unable to attend.

2. Declarations of interest.

- a. To receive any disclosure by members of pecuniary and non-pecuniary interests in matters on the agenda, not previously disclosed.

3. Minutes of previous meetings to be approved.

To approve the minutes of the Halstead Parish Council meeting held on Monday 08th June 2026.

4. Staffing & recruitment

- a. To approve the Job description and payscale for a temporary Assistant Clerk.
[Assistant Clerk JD June 2026.docx](#)
- b. To approve the draft 3-month contract for temporary Assistant Clerk for 5 hours per week.
[Assistant Clerk Contract blank June 2026.docx](#)
- c. To approve the business case for a Deputy Clerk.
[Deputy Clerk Business case June 2026.docx](#)
- d. To approve the job description for Deputy Clerk.
[Deputy Parish Clerk – Job Description June 2026.docx](#)
- e. To approve the Draft contract for Deputy Clerk.
[DeputyClerk Employment Contract - \(based on latest model-contract-of-employment-for-parish-and-town-councils-with-Green-Book-terms\) \(1\).docx](#)
- f. To approve the Clerk to proceed with advertising and recruitment to the temporary Assistant Clerk role and agree actions.
- g. To approve the Clerk to proceed with advertising and recruitment to the Deputy Clerk role.

5. Finance & expenditure

- a. To note confirmation of closure of Natwest bank accounts and transfer of funds to Lloyd's bank account.

- b. To approve expenditure of £300 to with Heliocentrix IT to set up and transition Clerk and Councillors to Microsoft 365 Business HPC with for email accounts, files and compliance with back up and storage requirements.

[Halstead Parish Council IT Support & Microsoft 365 Migration.pdf](#)

- c. To approve expenditure on a monthly Microsoft 365 Business licencing fee for Clerk and Councillors of £50.19 with Heliocentrix IT (this is a reduction from £84 as previously approved at Council).
- d. To approve a Pay-As-You-Go IT Support package with Heliocentrix IT at a cost if needed at £93.50/hour for this service billed in 15-minute increments.
- e. To approve expenditure for Civic.ly asset management system at £39 per month. [Civic.ly Business Case - Halstead Parish Council \(Discovery Form\).txt.pdf](#)

Next meeting: Monday 13th July 2026 7.30pm, The Pavilion