



TAKELEY PARISH COUNCIL

Extraordinary Full Council Meeting

Minutes of the Extraordinary Meeting of Takeley Parish Council held on **Monday, 2nd June 2025 at 7.30pm at The Old School Community Centre**

Council Members Present: Cllrs Phill Bodsworth, Samantha Moore, Jim Backus, James Banks, Patricia Barber, Paul Burnett, Helen Carter, David Daykin, Sue Sprules and John Boyle.

In Attendance: Jackie Deane (Clerk & Responsible Officer)

Item	Part 1 – Public Meeting
25/19	Apologies for Absence Apologies were received and accepted from Cllrs Jackie Cheetham and Hugh D’Alton.
25/20	Declarations of interests None.
Part 2 – Closed Session	
25/21	Exclusion of Public and Press It was agreed that matters relating to a confidential complaint, contracts, financial and legal matters would be discussed in closed session. It was RESOLVED for the remainder of the agenda to exclude the press and public. Under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting whilst discussion takes place on the following items on the grounds that they involve the likely disclosure of exempt information (proposed by Cllr Banks and seconded by Cllr Backus).
25/22	Complaints Reports and Conclusions <i>The Clerk left the room for the item.</i> a) Members noted a report and recommendation from the Chairman on a complaint from a councillor against the Council and the Clerk. <i>The Clerk returned to the meeting.</i> b) Councillor Barber gave a report from the Staffing Committee on the conclusion of a complaint from a former staff member. There was clarification that the letter sent to the complainant stated that the Parish Council does not uphold the complaint.
25/23	Response to a Constructive Dismissal Claim a) The Clerk reported that notification has been received from the Employment Tribunal that a former member of staff has taken a case against the Council for constructive unfair dismissal, with a response deadline of 9th June 2023. b) There was a general discussion regarding the options available to the Council and delays in insurance cover agreement that would result in sums paid in the interim to be borne by the Parish Council without the right to reclaim the expenditure from the Council’s insurers. It was noted that an online meeting had



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been held with Nockolds Solicitors and an estimate of costs has been received, for stages up to the hearing.

It was **RESOLVED** to approve a budget of £4,000 for costs payable to Nockolds Solicitors, for an initial online meeting and advice, and a response submitted on behalf of the Parish Council, to be received by 9th June (proposed by Cllr Banks and seconded by Cllr Sprules).

- c) Noted – Cllr Bodsworth reported on the advice received from the Council’s solicitor and insurers, and potential costs.
Cllr Bodsworth answered questions from Cllr Banks, Cllr Burnett and Cllr Boyle regarding potential costs, sources of advice received and the investigation.
Cllr Burnett raised his concerns that the members have not received any information about the complaint.
In response to Cllr Backus’s questions, it was confirmed that the staffing committee has not instructed any changes in process for the future.
- d) There was a general discussion on options for actions to be taken by the Council and the Council’s representatives. It was agreed that Nockolds Solicitors should take actions to the first stage and for the staffing committee to follow advice thereafter on the process to pursue this matter further.
- e) There was a general discussion on an overall budget to be set, and for agreement on delegated authority to the Clerk in liaison with the Chairman for legal expenditure relating to the constructive dismissal action.
A motion was proposed and seconded for an overall budget of £10,000 to be considered (proposed by Cllr Banks and seconded by Cllr Backus).

There was a second motion proposed not to give delegated authority past the first stage for £4,000 as previously agreed (proposed by Cllr Daykin and seconded by Cllr Boyle).

It was **RESOLVED** to give delegated authority to the Clerk and Chairman for total legal expenditure up to the sum of £10,000 (proposed by Cllr Banks and seconded by Cllr Backus).

Action: The Clerk was asked to put the Financial Regulations review on the agenda for the full council meeting, to consider changes to sums set for delegated authority.

Cllr Backus asked if there was consideration of further staff training and induction and Cllr Bodsworth said that this could be the case.
Cllr Burnett posed further questions relating to Cllr Bodsworth’s personal experience in dealing with complaints and tribunal actions and Cllr Bodsworth gave his response.



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25/24	<p>Delegated Authority to the Staffing Committee</p> <p>There was a general discussion on whether the current role of the staffing committee should continue in line with the terms of reference for the committee.</p> <p>It was RESOLVED to agree delegated authority for the staffing committee to meet and consider ongoing legal matters relating to the constructive unfair dismissal claim and for the Committee to report to the Full Council in closed session in forthcoming meetings (proposed by Cllr Banks and seconded by Cllr Backus).</p>
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Meeting closed at 8.12pm

Signed by the Chairman

Date