

**Minutes of Extra Misson Parish Council Meeting held at 6.30pm on
Thursday 11th December 2025 at Misson Parish Hall, Vicar Lane, Misson.**

Parish Councillors Present: Cllr Mandy Green (Chair), Cllr Mark Watson (Vice-Chair), Cllr Julie Watkins, Cllr Sue Scott, and Cllr Keith Andrews (from 6.54pm). **Members of the Public :** 2 members of the public were in attendance. **Minute Taker :** Due to the Parish Clerk vacancy, minutes were taken by Cllr. Watkins.

2025-118.1 To confirm the minute taker of the meeting and identify those intending to record proceedings : Due to the Parish Clerk vacancy, minutes were taken by Cllr. Watkins. Cllr Green confirmed she would make a recording of the meeting on behalf of MPC and in accordance with Standing Orders May 2024.

2025-119.2 To receive and approve any apologies for absence : Cllr Spencer Robey sent apologies for his absence at the meeting, which were received and approved.

2025-120.3 To approve the minutes of the previous ordinary meeting held 5th November 2025 as a true record and note any matters arising. The minutes were corrected. There were no matters arising. Given the multiple corrections to the draft minutes, Cllr. Scott asked if the revised Draft Minutes could be circulated and considered for approval at the next meeting (7th January 2026). This was unanimously agreed.

6.54pm Cllr. Andrews arrived and offered his apologies for his lateness.

2025-121.4 To approve the proposed resolution course of action to address the outstanding AGAR 2023/24 objections. Following discussion it was agreed and approved;

- a) To contract Leicestershire and Rutland Association of Local Councils (LRALC) on the recommendation of NottsALC to undertake an independent review of the objections raised by a member of Misson Parish Council with regard to the 23/24 AGAR, establish lessons to be learned from any substantiated objections and identify any further improvements to process, not yet implemented, which might be made by MPC in order that any substantiated objections are mitigated in future,
- b) To accept the proposed Terms of Reference (ToR) for the LRALC Review and meet the costs of £2000 plus any essential mileage charged at .45p per mile. ToR to be published on the MPC website and on parish notice boards,
- c) To note LRALC's opinion that a full governance review is not required. The intention is to identify areas of good practice and areas which might not be as good as they might be. There is no intention to apportion blame, but areas of improvement in council governance may be identified, and
- d) To record the objector has stated at several meetings that, once such a review is underway, they will withdraw their objections lodged with PKF Littlejohn, thereby saving Misson Parish substantial legal costs.

It was unanimously agreed to embrace the work of LRALC and support access to wherever the review led in order to be as sure as possible, that the objector cannot have any further complaints about how the Parish is run, going forward. **Action :** Chair will contact John Kilcoyne at LRALC and ask him to commence the LRALC review in January 2026.

2025-122.5 To agree proposed action regarding Parish Councillor email addresses. It was unanimously agreed to extend Task Eight: (Re-order the MPC website), pass over the relevant passwords, and ask the contractor working on that task to also look at the email server for Misson Parish Council and enable all Parish Councillors to access their .gov.uk addresses. The contractor will also be asked to set up tech@missionparishcouncil.gov.uk email address in support of this project. **Action :** Chair will progress this matter with the contractor.

2025-123.6 To pass a formal resolution to exclude the public from the remainder of the meeting because of the confidential nature of the business which refers to staffing matters in accordance with the Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972. The resolution was passed and members of the public were thanked by the Chair and asked to leave the meeting at this point.

2025-124.7 To discuss arrangements for a minute taker for the January Parish Council meeting. A general discussion took place about the need for a qualified clerk to act as an independent minute taker. The Chair outlined further advice from NottsALC to ask the Society of Local Council Clerks (SLCC) to recommend someone through its Locum and Interim Services business. The cost could be anything from £25 an hour to £40 an hour. It was unanimously agreed to pursue this course of action and try and secure a clerk for the

meetings in January, March, and May 2026. It is hoped thereafter that Misson Parish will be in a position to recruit and retain its own permanent Parish Clerk. **Action** : Chair and Vice-Chair will progress this matter with SLCC.

2025-125.8 To discuss the appointment of a fixed term Locum Responsible Financial Officer. A discussion took place about the requirement to appoint a Responsible Financial Officer in accordance with the Local Government Act 1972 Section 151 which requires local authorities in the UK to make arrangements for the proper administration of its financial affairs and to appoint an officer, known as the "Section 151 Officer" to be responsible for these affairs. This officer ensures the authority's finances are managed correctly and legally, and involves having to report any unlawful activity or failure to keep to a balanced budget. It was unanimously agreed to appoint Mark Hooper as fixed term Locum Responsible Financial Officer to assist Misson Parish Council particularly in its requirement to approve a Parish Budget for 2026/27, agree a precept to be set for the period, and meet all financial and legal obligations to satisfactorily complete the financial year end of March 2026. Mark Hooper is a retired Parish Clerk who has previously served Misson Parish Council. His appointment is fixed as 11th December 2025 to 31st March 2026 inclusive. **Action** : Mr Hooper joined the meeting and signed his contract.

The meeting closed at 7.45pm.

The next meeting of Misson Parish Council is
scheduled for 6.45pm Wednesday 7th January 2026.