

Signed

*[Handwritten Signature]*

Dated

*18<sup>th</sup> May 2026*

MINUTES OF KEELE PARISH COUNCIL EXTRA ORDINARY MEETING

Held on Friday 1 May 2026 at 11.30am at St John the Baptist's Church, Keele

Attendees: Parish Councillors: Cllr T Arnold (TA), Cllr C Ashton (CA), Cllr G Bibby (Chair, GB), Cllr V Newman (VN), Cllr A Rowe (AR)

66/26 To receive apologies

Cllr M Downing (MD), Cllr J Hall (JH), Cllr S Hughes (SH), Clerk

67/26 Declarations of Disclosable Pecuniary Interests. None.

68/26 Approval of appointment of Mrs Natalie Lovell as Clerk and RFO to Keele Parish Council

The following resolutions were passed unanimously by those present:

- a. Resolved: that Mrs Natalie Lovell be appointed under section 112 of the Local Government Act 1972 as Clerk-designate and Transition Officer with effect from 5 May 2026, references and right-to-work checks having been completed.
- b. Resolved: that the Chair and HR sub-committee be authorised to issue the Clerk-designate appointment letter.
- c. Resolved: that Mrs Lovell shall be paid for her appointment as Clerk-designate and Transition Officer on a fixed-hours basis, at the same hourly rate and for the same weekly hours as will apply to her appointment as Clerk/RFO from 1 June 2026, with payment to be processed through the Council's normal payroll arrangements.
- d. Resolved: that the Clerk-designate and Transition Officer may undertake administrative, preparatory and transitional duties on behalf of the Council, including preparation for meetings, familiarisation with Council records made available to her, preparation of draft documents, organisation of files, review of parish council protocols and procedures and support for continuity arrangements.
- e. Resolved: that Mrs Lovell be appointed as Locum Proper Officer for the limited and specified purpose of preparing for, attending and administering the Annual Parish Meeting and Annual Parish Council Meeting on 18 May 2026, including, if required, issuing the summons and agenda for that meeting, receiving and witnessing declarations of acceptance of office, maintaining the record of declarations, supporting the election of Chair, preparing draft minutes, and undertaking such administrative actions as are necessary for that meeting.
- f. Resolved: that this appointment does not appoint Mrs Lovell as the Council's general Proper Officer, Clerk or Responsible Financial Officer before 1 June 2026, and that the current Clerk/RFO shall remain Clerk, Responsible Financial Officer and general Proper Officer until 31 May 2026, except to the limited extent expressly covered by Mrs Lovell's appointment as Locum Proper Officer for the Annual Council Meeting on 18 May 2026, unless otherwise resolved by Council.
- g. Resolved: that Mrs Lovell's full appointment as Clerk and Responsible Financial Officer shall commence on 1 June 2026.

69/26 To agree transition arrangements between current Clerk/RFO and Mrs Lovell

The following resolutions were passed unanimously by those present:

- a. Resolved: that the Chair and HR sub-committee be authorised to oversee and manage transition arrangements in co-operation with the current Clerk/RFO and Mrs Lovell, and to report any material issues to Council.
- b. Resolved: that, so far as reasonably practicable, substantive communications and handover actions between the current Clerk/RFO and Mrs Lovell during the transition period shall be in writing or otherwise recorded and copied to the Chair and one other member of the HR sub-committee unless the Council or HR sub-committee agrees otherwise.



Signed

*L. Kelly*

Dated

*18<sup>th</sup> May 2026*

- c. **Resolved:** that the transfer of Council equipment, files, records, access details or other Council property required for the transition shall be arranged through a Parish Councillor authorised by the Chair or HR sub-committee and recorded by written inventory, receipt or confirmation, to be completed by 31 May 2026.
- d. **Resolved:** that the Chair and HR sub-committee, together with the current Clerk/RFO as necessary, be authorised to make all practical arrangements to ensure that Mrs Natalie Lovell's access to the Parish Council's bank account and online banking arrangements is set up and ready for use by 31 May 2026 at the latest, with operational use to commence on her appointment as Clerk and Responsible Financial Officer on 1 June 2026.

**Dates of the next meetings**

Annual Parish Meeting and Annual Parish Council Meeting: 18 May 2026.