

# Brinsworth Parish Council

## MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 30 MAY 2022

Those present :

Chair : Cllr K L Hollis

Vice-Chair : Not Present

Councillors : Cllr A Buckley, Cllr P Gregory, Cllr T Hannan, Cllr C L Jones, Cllr M Rollinson, Cllr J Watson

Officers : Mrs G Blank

### 13 Exclusion of the press and public

- To consider and resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information

RESOLVED: That due to the business to be transacted the press and public are excluded from the meeting.

### 14 Apologies

Apologies have been received from Cllrs Chatwyn, Gelder, Nocton and Ridge and the reasons given were approved.

### 15 Declaration of Interests

a) To receive declarations of disclosable pecuniary interest (DPI's) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about the council contracts where the employee has a financial interest in accordance with the LGA 1972, s117

Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item of the agenda. A Member with a disclosable pecuniary interest may not participate in any discussions on the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

b) To receive, consider and record Councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting

The Chair asked Councillors to familiarise themselves with the statement above and asked if anyone had anything to declare.

### 16 Approval of the minutes of the meeting held on:

14th April 2022

RESOLVED: That the minutes of the meeting held on the 14th April 2022 are approved as a true and accurate record.

### 17 Ongoing matters and updates from previous meetings

2627 (2617/2607/2598) - Ward Councillors planters - The Clerk informed Councillors that the licence for the planters had still not been received from RMBC and that she had chased this up at the request of Cllr Adam Carter and is awaiting a response.

2627 (2618) - No response received from Ward Councillors regarding the egress situation at the back of Brinsworth Lane shops.

2627 (2622a) - The Clerk has still not received a response regarding the licence for the former library land but will chase this up with RMBC.

**18 The Clerk**

a) To receive the resignation of the Clerk

RESOLVED: That the resignation of the Clerk is received and acknowledged.

b) To consider and approve whether the Council should pay the Clerk her outstanding holidays to allow a longer notice period

The Clerk informed Councillors this was no longer an issue to be discussed.

c) To consider and approve whether to advertise for a Clerk & RFO vacancy or split the roles and advertise for 2 vacancies

Cllr Jones asked if this matter should be adjourned to allow Councillors to research the role of the posts. The Clerk informed her that the job description circulated to them already explained the duties.

The Clerk suggested that the position is advertised as the combined role and if a successful candidate is not found then the roles are advertised separately.

RESOLVED: That the post is advertised as the Clerk & RFO

d) To consider and approve whether a Deputy Clerk is recruited at the same time as the Clerk & RFO

Cllr Jones asked if the new Clerk would still be paid to cover the finances of the Trust. The Clerk explained that once the Parish Council became sole trustee for The Centre the Clerk became Responsible Finance Officer for the Trust and the Clerk so the duties are included in the current 37 hours.

The Clerk felt that a Deputy Clerk was still required but suggested that the post be left vacant until the new Clerk is in post to assess what support they require.

RESOLVED: That the Deputy Clerk vacant post is left vacant for the time being and reviewed at a later date.

e) To consider and approve whether a Locum Clerk should be appointed in the interim period

The Clerk explained the role of a Locum Clerk and that the Council would need to negotiate a rate of pay, tasks to be completed and length of time the Locum is required.

The Chair informed Councillors that the Clerk had agreed to continue to support the Council on an ad hoc basis around her new post and she would be paid for any hours worked on her

current hourly rate. The Clerk confirmed that she would be happy to help out the Council where she could until her replacement is found. Councillors agreed this was beneficial for continuity.

Cllr Jones had her reservations and asked that the Clerk leave the meeting so the matter could be discussed without embarrassing her. The Clerk agreed to leave and reminded Councillors that she was volunteering to help as Locum and would not be offended if they preferred to look elsewhere for one. The Clerk left the meeting.

The Clerk was asked to re-join the meeting and Councillors voted on whether to accept the Clerk as the Locum Clerk.

RESOLVED: That after her official leaving date of the 11th July 2022 the Clerk will continue as Locum Clerk to help and support the Council until her replacement is found.

f) To nominate a temporary Proper Officer in the absence of the Clerk and Deputy Clerk

RESOLVED: That as Locum Clerk the Clerk remains the Proper Officer for the Parish Council.

g) To approve the notice period for future appointments to the Clerk & RFO position to be set at 3 months

The Clerk informed Councillors that the current notice period for the Clerk was 1 month and recommended that this be amended to 3 months for future Clerks.

Cllr Jones asked why the current contract was only 1 month, the Clerk said she was unable to answer as she did not write her own contract.

RESOLVED: That the Clerks notice period is amended to 3 months.

h) To consider and approve the hours and rates of pay associated with the vacancies

The Clerk asked Councillors if they were happy with the current hours and pay scale to apply for the new Clerk.

Cllr Jones said she had been doing her own research and that she had found information on the Clerks wage which she read out to the meeting. The Clerk advised Cllr Jones that this information was incorrect and that she would circulate the actual NALC Clerk pay scales to Councillors for their information.

The Clerk also explained how a Parish Council is banded and that a review completed by YLCA a few years ago concluded that the Parish Council was a LC3 level Council and the current Clerk was operating within the substantive boundaries.

The Clerk recommended that a CiLCA qualified clerk be offered a salary between the substantive increments and that a non qualified clerk be offered below substantive until they are qualified.

The Clerk explained that although the Human Resources committee will conduct the recruitment process they will need to make recommendations on the appointment and pay grade to be offered to Full Council for approval.

RESOLVED: That the current hours and pay scale is approved for the purposes of advertising for the post.

**19 Finance Issues not under the remit of the Finance Committee**

- To consider and approve the signatories for the Parish Council bank accounts in the absence of the Clerk / RFO

As the Clerk is to remain as Locum she recommended that her name stay on the Parish Council accounts until her replacement is in post and set up.

The Clerk suggested that the Assistant Clerk is set up as administrator with no signatory rights.

The Clerk suggested that all members of the Finance committee are named as account signatories.

RESOLVED: That the Clerks recommendations are approved and actioned.

MEETING CLOSED: 19:10