

MISTERTON PARISH COUNCIL

Minutes of a Meeting of the Strategic Review Committee held on the 14th September 2010 in the Church Rooms, Misterton, Nottinghamshire.

Present: Cllr.A.Stead (Committee Chairman), Cllr.B.Cooper, Cllr.R.Simpson, Cllr.M.Trossell, Cllr.J.Wilkinson, Cllr.A.Wilkinson, Cllr.P.Potter

Mrs A. Harrison, Parish Clerk

6 members of the Public, (Cllrs. H. Brand and N. Jaggard –Smith)

10/11/191 Apologies for Absence
Cllr.I.Trossell (work in USA)

10/11/192 Declarations of Interest

The following standing personal interests were made;

Cllr. Trossell	Friends of the Victoria Institute	Member
Cllr. Cooper	Primary School Governors Joint Burial Committee Friends of the Victoria Institute	Governor Parish Council Rep. Member
Cllr. Potter	Friends of the Victoria Institute	Member
Cllr. Simpson	North East Bassetlaw Forum Bassetlaw Parish Councils Liaison Group A1 Housing Board	Parish Council Rep Parish Council Attendee Member
Cllr. Stead	Friends of the Victoria Institute Joint Burial Committee	Member Parish Council Rep.
Cllr. M.Trossell	Friends of the Victoria Institute	Member
Cllr. A. Wilkinson	Friends of the Victoria Institute Joint Burial Committee	Member Parish Council Rep.
Cllr. J. Wilkinson	Friends of the Victoria Institute	Member

The following further declarations of personal interest were made:

Cllr.A.Stead Item 9 of the Agenda

10/11/193 Public Relations – Follow Up on Suggestion of Alternative Venue for Meetings

Cllr.A.Stead reported that it was proposed to have 1-2 parish council meetings per annum at an alternative venue in order to encourage people at the further end of the village to attend.

Cllr. B.Cooper reported that the considered venues were the Fire Station which had a suitable room together with sufficient tables and

chairs. The venue was likely to be at no cost but it was considered a donation should be considered. Cllr Cooper reported the other option was a room within the School premises.

Resolved: That 2 Meetings of the Parish Council would be held at an alternative venue.

10/11/194 Complaints – Consider Draft Proposal

Cllr.A.Stead confirmed the members had received a copy of the Draft Complaints procedure.

Resolved: that the Complaints Procedure be adopted.

10/11/195 Fifteen Minute Public Discussion Period

(a) Cllr N. Jaggard-Smith. Asked about the Consultancy arrangements (Item 7). Cllr Stead advised that he could not discuss this item as it needed to be dealt with in the absence of the public.

Cllr. N.Jaggard-Smith asked for it to be noted that she had asked for this matter to be dealt with at the Parish Council meeting but this has been denied.

(b) Mrs Potter suggested the Old School may have been another alternative venue for meetings taking into consideration its size. (Item 3).

(c) Mrs White asked if she could be advised of the cost of the Church Rooms.

(d) Cllr.H.Brand complained of due process regarding the appointment of a consultant which she understood from Cllr.I.Trossell would not commence before being decided at the meeting. (Item 7) Cllr.A.Stead invited Cllr.H.Brand to review the Minutes in respect of this item.

(e) Mrs Potter commented on potential problems between Councillors. Her comments were noted.

10/11/196 Public Bodies (Admissions to Meetings) Act 1960

Resolved: that due to the confidential nature of the business about to be transacted it is advisable in the public interest that the public be excluded.

(confidential minutes 10/11/168-171 inclusive next page)

CONFIDENTIAL MINUTES

10/11/197 Staffing Matters- Council Files

Cllr.A.Stead reported that he understood Mr.D.Wright, former clerk to the Council may still be in receipt of Council files regarding complaints. The Clerk agreed to write to the former clerk and ask him to duly return any outstanding Council files or documents.

10/11/198 Consultancy

(a) Responsible Financial Officer

Cllr.A.Stead advise that Mr.D.Wright was currently the responsible financial officer but in light of the appointment of the new clerk it was proposed that these arrangements should now be terminated with immediate effect.

Resolved: That the consultancy arrangements with Mr.D.Wright as responsible financial officer be terminated with immediate effect.

The Clerk agreed to forward correspondence to Mr.D.Wright.

(b) Mentoring of the New Parish Clerk

Cllr.A.Stead reported that Peter Baines had been contacted to ascertain whether he was available to mentor and assist the current clerk. He had confirmed his availability and he had been advised that any arrangements needed to be approved by the Council at the SRC meeting.

Cllr.A.Stead advised that a retainer basis was suggested as being more satisfactory than an hourly rate. A monthly retainer was suggested. In effect 10 hours per month for an initial 3 month period.

Cllr.A.Stead advised that he had invited Mr Baines to an initial meeting with the Clerk on the 6th September. As any arrangements needed Council approval Mr Baines agreed to meet the Clerk on a voluntary basis to consider the Clerks likely requirements.

Cllr Potter asked for details of Mr Baines qualifications to mentor and sought confirmation that he was CilCA accredited. It was confirmed he was.

Resolved: that Mr Baines be retained as consultant for initial 3 months.

10/11/199 **Email Correspondence from Former Employee.**

Cllr.A.Stead read email correspondence from Mr.D.Wright.

It was agreed that the only person who was in receipt of all the facts regarding the ongoing matters between Mr Wright and Mr Yates was Mr Wright. The Council was not in possession of the facts.

It was agreed it was not appropriate to contribute or comment on ongoing matters between the two parties which were clearly personal.

As both Mr. Yates and Mr. Wright had retired it was considered inappropriate for the Council to be involved further in such matters when there was no known grievance between Mr Wright and the Parish Council.

The Clerk excluded herself from the meeting in light of her interest in the Terms and Conditions to be discussed.

10/11/200 **To Approve Terms and Conditions for New Clerk**

Cllr.M.Trossell proposed and Cllr.J.Wilkinson seconded a proposal that the Terms and Conditions of Employment between MPC and Mrs Angela Harrison be approved.

Resolved : unanimously that the proposal be accepted and would be effective from 6th September 2010.

Meeting ended 11.10pm

Signed

Dated.....