

**DRAFT MINUTES – SUBJECT TO APPROVAL**

**Minutes of Barnetby le Wold Parish Council Meeting held on Monday 12 November 2012 at 7.15 at the Old Mill, Melton Ross Road, Barnetby, DN38 6EB**

<b>Agenda Item</b>	<b>Discussion / Motion</b>	<b>Proposed / Seconded</b>	<b>Action</b>
<b>Present</b>	<b>Cllrs Phil Asquith, Chris Spencer, John Speyer, Helen Munn, Vic Bowness, Mick Wilson, Keith Beacroft, Maria Monks</b>		
<b>12.11.01</b>	<b>Nomination of a councilor to take minutes (in the clerk's absence)</b>		
	Cllr Monks volunteered to take the minutes of the meeting	None	
<b>12.11.02</b>	<b>Declarations of interest</b>		
	None	None	
<b>12.11.03</b>	<b>Apologies</b>		
	Cllrs David Wells, Lawson	None	
<b>12.11.04</b>	<b>Minutes from last meeting</b>		
	No minutes of the previous meeting available to date. Full Parish Council minutes will be available for the next meeting. Motion that Cllr Spencer to use notes of Clerk at the last PC meeting on Monday 25.10.2012 and to contact other members of the council for verification of those notes should the need arise. Carried unanimously.	Prop Cllr Asquith Sec Cllr Munn	Cllr Spencer to prepare minutes for the next meeting.
<b>12.11.05</b>	<b>Decision to taken to whether to exclude the public and press from meeting (Public Bodies (Admission to Meetings) Act 1960</b>		
	No members of the press or public in attendance – no vote deemed necessary at this moment in time.		
<b>12.11.06</b>	<b>Decision on cover for Clerk's absence (if necessary)</b>		
	Cllr Asquith read the letter of resignation received from the Clerk dated 08.11.2012 giving 3 months notice of termination of employment which is covered by medical evidence. 1. Motion for Cllr Asquith to write to Clerk to accept letter of resignation and extend thanks for many years service to the parish council. 2. Motion for confirmation that the letter contains details of Clerk's last day of service and details of statutory sickness benefit and annual leave entitlement. Both motions carried unanimously. Discussion took place concerning temporary cover for clerk. 3. Motion for Cllr Spencer to contact Society of Clerks for temporary cover. Discussion took place concerning the transfer of documents / broadband / mobile phone / cheques and the payments of these. 4. Motion that Cllr Asquith be given the appropriate powers to deal with the day to day running of the Parish Council and costs incurred. Discussion took place concerning the leave of the Registrar and the absence of cover by the Clerk. 5. Motion for Cllr Spencer to cover the Registrar's post during her absence.	1 Prop Cllr Monks Sec Cllr Speyer  2 Prop Cllr Wilson Sec Cllr Spencer  3 Prop Cllr Asquith Sec Cllr Wilson  4 Prop Cllr Wilson Sec Cllr Beacroft  5. Prop Cllr Wilson	Cllr Asquith to write acceptance of resignation Cllr Spencer to contact payroll concerning SSP entitlement and leave entitlement. Cllr Asquith to continue the day to day running of the PC in the absence of a Clerk and to contact official bodies to advise of

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	<p>Carried unanimously. Discussion took place concerning changing of contact details for the Parish Council. Cllr Asquith to contact North Lincolnshire Council, Charity Commission, Solicitors, TSB Bank and ERNLLCA.</p> <p>6. Motion for proposal that the Parish Council give the personnel committee the delegated authority to start proceedings for selection and recruitment of new Clerk. Carried unanimously.</p>	<p>Sec Cllr Munns</p> <p>6. Prop Cllr Asquith Sec Cllr Wilson</p>	<p>the temporary change of contact details. Personnel Committee to meet to start recruitment process.</p>
<b>12.11.07</b>	<p><b>Decision on need for independent external investigation to help resolve recent and historical issues within the council, taking into account:</b></p> <p><b>1. Potential scope, terms and remit of investigation</b></p> <p><b>2. Financial implications</b></p>		
	<p>Discussion took place concerning the financial allegations made and the current procedures in place.</p> <p>1. Motion that once the new Clerk has taken up post a comprehensive review is undertaken of all the Council systems and procedures in the presence of the Clerk and an elected committee with specific terms of reference. Motion carried.</p> <p>2. Motion that inappropriate comments made by Cllr Wells at the PC meeting held on 25.10.2012 with the public and Ward Councillors in attendance be dealt with under the Council's code of conduct. Carried unanimously.</p>	<p>1. Prop Cllr Spencer Sec Cllr Munn</p> <p>2. Prop Cllr Spencer Sec Cllr Wilson</p>	<p>Cllr Spencer to refer to the Code of Conduct and take appropriate action.</p>
<b>12.11.08</b>	<p><b>Personnel committee (review suitability to conduct investigations and other delegated authority)</b></p>		
	<p>Discussion took place concerning the adoption of the Terms of Reference for the Personnel Committee. Motion to accept the ToFR from the minutes of the meeting of 14.05.2012 which were incomplete. The Personnel Committee ToFR were to be accepted after ERNLCCA approval. Approval has been sought and given and to be adopted forthwith and be subject to the review as stated in the minutes as above at agenda item 12.11.07. Carried unanimously.</p>	<p>Prop Cllr Asquith Sec Cllr Munn</p>	
<b>12.11.09</b>	<p><b>Any other business – to be carried over to next Parish Council Meeting 19.11.2012</b></p>		
	<ul style="list-style-type: none"> <li>• Jubilee medals – to be discussed at a later date</li> <li>• Parish Council files temporarily to be kept at The Mill</li> </ul>		