



*Delivering Quality Services to
Coxhoe and Quarrington Hill*

Coxhoe Parish Council

Meeting: Council Meeting
Date: Wednesday 27th July 2017
Time: 6.30pm
Venue: Coxhoe Village Hall

Minutes of the proceedings of the Council Meeting.

56. **Present:** Parish Councillors: Ellie Cutter, Sue Downham, Stuart Dunn (Chair), Adrian Hedley, Wendy Lavelle, Keith Pounder, Kay Simpson (Vice Chair), Julie Slater and Colin Thirlaway.
57. **Apologies:** Apologies received from Cllr. Barbara Hepplewhite, and Craig Rowbotham (Clerk).
58. **Declaration of Interest:** None.
59. **New Members:** The Chair welcomed Cllrs. Cutter, Downham and Slater to their first meeting. Declaration of Interest forms were completed for forwarding on to the Monitoring Officer.
60. **Appointment of Committees and Delegation of Authority** – It was **RESOLVED:** In accordance with Standing order 5J the following committees were appointed with the membership as listed, only the Youth Strategy Group was delegated authority by the Council and financial authority within the Youth Budgets:
- Finance Committee:** Cllrs. Dunn, Pounder, Simpson, and Thirlaway
 - Grievance & Disciplinary Committee:** Cllrs Hedley, Lavelle, Pounder, Simpson and Slater.
 - Appeals Committee:** Cllrs. Cutter, Dunn, Downham, Hepplewhite, and Thirlaway.
 - Human Resources:** Cllrs: Downham, Hedley, Hepplewhite, Lavelle, Simpson and Slater.
 - Youth Strategy Group:** Cllrs Cutter, Dunn, Hepplewhite, Lavelle, Pounder, Simpson and Slater. Cllr. Lavelle was appointed as lead member with delegated authority and in liaison with the Clerk or Youth Worker financial authority to spend within the Youth Budgets as previously agreed in minute 16/77e, reporting any such expenditure back to Council for ratification in line with Financial Regulation 4i.
 - Cheque Signatories:** Cllrs. Cutter, Dunn, Simpson, and Thirlaway were appointed as authorised cheque signatories and for internet banking authorisation. The mandate to be amended on the return of the Clerk.

- 61. Flag Pole Correspondence** - A draft article for the website had been received for publication on the website from Coxhoe History Group. Advice had also been supplied by a resident on their response on the issue from the Planning Authority. It was **RESOLVED**:
- a) To publish both articles on the website for balance.
 - b) To supply the History Group with the advice from the Planning Authority to allow them to reflect upon it.
 - c) To publish on the website the Council's intention to seek informed views from the community once the technical and financial implications of moving the flagpole have been received.
- 62. Exclusions of Press and Public** - *"In accordance with the provisions of S1 of the Public Bodies (Admission to Meetings) Act 1960 as amended by S100 of the Local Government Act 1972, the Council resolved to exclude the press and public for the remaining items of the Agenda by reason of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest"*.
- 63. Clerk's Report on Council Structure Review** - A report was considered. **RESOLVED**:
- a. Continue with 2 Youth Workers and 2 Youth Auxiliaries (+QH Friday if required), to place internal advert ASAP for second youth worker and review sessions and hours required at Youth Strategy Group 30 August.
 - b. Offer exiting Auxiliary a continuing Casual Contract from when she leaves for University and advertise locally on website and at Youth Room for a replacement Auxiliary.
 - c. Clerk Grading at LC2 fixed point 29 as advised by CDALC as set out in paragraph 4e and to review grading of CEO Job Description against NALC criteria.
 - d. To consult employees on revised terms & conditions e.g. as set out in the report and advise staff of Structure Review and proposal to consult towards the end of August/early September and issue revised contracts on basis of consultation responses.
 - e. Clerk's title to be Parish Clerk and Responsible Finance Officer.
 - f. CRFO and CEO usual place of work is Coxhoe Village Hall and to add to revised Job Descriptions.
 - g. To retain paragraph 12 of the Clerk's Contract and the requirement in the Person Specification that they must be able and willing to work outside normal hours, including evening and weekend work.
 - h. The CRFO is requested to have a Council mobile phone for use in an emergency by members out of hours.
 - i. To retain Clause 17 of the Clerk's contract.
 - j. To retain clause 18 of the Clerk's contract but delete "To develop and produce" and replace with "Support production supply information for..."
 - k. That completion of CiLCA within the next year is still deemed to be required as set out in minute 16/262a.
 - l. To seek advice on amending clause 13 of the Clerk's Contract to also include up to point 29.
 - m. The working of additional hours for all staff to be authorised in advance for payment or TOIL approval to be considered.

- n. Annual Leave should be requested and approved upon a reasonable period of notice and a policy for authorising leave should be brought forward for members consideration.
- o. To retain the Clerk's RAG Report, which was recognised by members as best practice for supplying a brief update on progress of Council's resolutions.
- p. RAG report should this include resolutions delegated to CEO and Youth Workers for them to update, but noting that the Clerk will not be accountable for CEO or YWs actions, they will be responsible for supplying updates for inclusion in the report.
- q. To retain the Clerk's Financial Report as this was recognised as best practice.
- r. To retain model agenda to minimise work in preparation, with Clerk adding items as appropriate and as requested by members. Draft agenda to be circulated by email two days in advance of agenda to prompt members for additional items as set out in Standing Orders.
- s. RAG, Financial and written reports from officers should be distributed to members also in paper format within the 3 clear days provision or posted 4 clear days in advance.
- t. To request CDALC, LCC, AAP minutes etc. and weekly planning lists are circulated by email to members and brief summaries of relevant items added to agenda to prompt discussion.
- u. The Financial report include a monthly balancing statement to advise of current forecast of end of year reserves.
- v. The Youth Strategy Group have delegated authority and the lead member for youth Services have delegated authority in liaison with the Clerk or Senior Youth Leader to authorise spending within youth budgets.
- w. To consider appointment of CEO at September meeting, also reviewing the hours worked in light of any changes to the Youth workers costs and that the Council would administer the appointment process.
- x. To record the Council's thanks to the Clerk for the considerable amount of work involved in the preparation of the structure review.

64. Auxiliary Youth Workers Request for Increased Hours - A report was considered. It was **RESOLVED**:

- a. To authorise payment of the additional hours worked in the circumstance outlined in the report.
- b. To remind all staff that appropriate authority must be sought in advance for additional hours to be paid.
- c. To pay reaffiliation to Key Fund as a matter of urgency as it has been budgeted for.
- d. To Pursue DBS with East Durham Trust or NEREO for new volunteers as soon as practicable.
- e. In light of overlap with summer provision activities to suspend QH Monday sessions and ask the Youth Workers asked to consider suspension of Coxhoe Wednesday sessions for the summer period if this was deemed not to have a significant impact on ongoing sustainability of these sessions.

65. Complaint and Investigation: Members were advised that a complaint had been received that was under investigation and therefore no details were supplied, in order that any appropriate procedures could be instigated. It was noted that a temporary honorarium had been authorised in the circumstances.

The meeting closed at 20:40

Stuart Dunn (Chair)

Kay Simpson (Vice Chair)