

Killamarsh Parish Council

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Draft minutes are subject to approval at the next council meeting.

Minutes of An Extraordinary Meeting of Killamarsh Parish Council on Thursday 8th July 2021 at Killamarsh Parish Suite, Killamarsh

Commenced: 7.00pm – Concluded: 7.40pm

Councillors Present: Steve Clough [Chairman], Chris Curzon, David Drabble, Alex Platts, Mo Potts, Wendy Tinley

Absent Councillors: Nick Challenger, Carol Lacey, Stuart Mullins, Bill Rice, Eva Thompson, John Windle

Officers: Cllr Steve Clough [Chairman, nominated and approved temporary Responsible Person/Proper Officer]

Minute Taker: Cllr Alex Platts was appointed minute taker for this meeting.

Members of the Public: None in attendance

(1) **Item 1: Chairman's Opening Remarks**

To receive the Chairman's opening remarks.

In line with discussions with DALC,

The Chairman informed those present who had joined the meeting that Cllr's Barry Jones and Lillian Robinson had resigned from the Council, Lillian Robinson with immediate effect and Barry Jones from 9th July. Cllr Clough thanked both for their long service as Councillors and wished them well in their retirement.

The Chairman also informed those present that he had received a resignation from Cllr Nick Whitehead on Thursday 08th July due to his ongoing work commitments. Cllr Clough thanked Nick Whitehead for his service as a Councillor and wished him well for the future.

(2) **Item 1: Apologies for Absence**

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

It was clarified by Cllr. Clough that the Extraordinary Parish Council Meeting Request had been made within the statutory 3 clear day notice limits.

RESOLVED:

- 1) That the apologies of absence are received and approved from Cllrs Nick Challenger, Carol Lacey, Stuart Mullins, Bill Rice, John Windle due to other prior commitments.

<p>(3)</p>	<p><u>Item 3: Declarations of Disclosable Pecuniary and Other Interests</u> <u>Item 3.1 -</u> To receive declarations of disclosable pecuniary interests (DPI) 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 council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.</p> <p>None declared.</p> <p><u>Item 3.2 -</u> 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.</p> <p>None declared.</p>
<p>(4)</p>	<p><u>Item 4: Adjournment for Public Participation</u> To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can made be under public participation.</p> <p>No members of the public requested to take part in the public participation session.</p>
<p>(5)</p>	<p><u>Item 6: Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960</u> To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p> <p>It was briefly noted that that there was no item 5 listed in the agenda. Members discussed the exclusion of the press and public and noted neither were in attendance. However, in the event that members of the press or public should join during the meeting, it was agreed that items 7 and 9 would be held in private session.</p>
<p>(6)</p>	<p><u>Item 7: Recruitment Update</u> Cllr Potts to update on current recruitment position and decide on the best approach moving forward. To consider an option to appoint an agency to provide support to locate ideal candidates, Cllr Platts to update.</p> <p>Cllr Potts updated the group on the current situation regarding permanent recruitment. The number of suitable applicants in previous recruitment rounds was not to the volume expected, and that the Deputy Clerk role had not been re-advertised. As the original advertisements had been made in May, subsequent recent contact had resulted in many applicants being offered roles elsewhere or no longer showing interest in the roles. In order to get the recruitment process back on track and ensure a good variety of applications are achieved, due to the lack of candidates for the separate Clerk and RFO roles, it was recommended that the Clerk and RFO roles be combined to create a full-time position on 35 hours, that may be more attractive to candidates, and that both the Clerk / RFO and Deputy Clerk roles be re-advertised at the earliest opportunity. It was also recommended that the Deputy Clerk part-time role be increased to 25 hours to provide adequate support to the revised Clerk / RFO role. Job descriptions are to be updated accordingly to align with this, and is to be advertised through DALC, NALC and DCC at the earliest opportunity.</p> <p>Cllr Platts recommended as an additional reserve measure that the employment of a recruitment agency service should be considered to increase the number of suitable applications if the recruitment round does not return a reasonable volume of suitable candidates. It was advised that although we should always seek to use the normal course of action when recruiting, given the challenges of recent recruitment rounds the Council might be better served by an external agency that can service the Council's needs, and is a commonplace activity throughout other local authorities where required. It was suggested that only the Clerk / RFO role be the one to seek external support for and that this will come with a cost, though would be beneficial in the longer term given the additional costs associated with employing Locum Clerk's as an interim measure. It was recommended that a maximum budget</p>

	<p>ceiling of £6000 be set aside to meet recruitment costs should we need to adopt this course of action moving forward. It was agreed that a brief be prepared in this event and appropriate quotes sought should the Council need to embark on an external recruitment process through an agency.</p> <p>Proposed by Cllr Curzon and Seconded by Cllr Drabble, and RESOLVED:</p> <p>1) That the Clerk and RFO role is to be combined to create a 35 hour full-time role and the new Clerk/RFO role and Deputy Clerk role be advertised at the earliest opportunity, and that £6000 be made available for recruitment fees should we need to employ the services of a recruitment agency for further support. (All 6 in favour)</p>
<p>(7)</p>	<p><u>Item 8: Recruitment Policy</u> To consider and approve attached Recruitment Policy</p> <p>The attached recruitment policy was reviewed by Councillors and accepted as good practice for clarity around recruitment for future job applicants. It was agreed that layout and format should match recently updated policies.</p> <p>Proposed by Cllr Potts and Seconded by Cllr Drabble, and RESOLVED:</p> <p>1) That the policy is accepted, and that the policy is formatted in line with other updated policies. (All 6 in favour)</p>
<p>(8)</p>	<p><u>Item 9: Staffing Update</u> To update on the current redundancy and contract changes</p> <p>Cllr Clough advised that all redundancy steps had been completed, though contract changes were still be ratified with NEDDC and is in the process of finalising these with their legal department.</p>
<p>(9)</p>	<p><u>Item 10: HR Support Services Update</u> Cllr Potts to update members on further communication from NEDDC's HR Service.</p> <p>Cllr Potts advised that she had been in touch with NEDDC's HR service department for clarity around the initial quotation and what this includes. She advised that a detailed brief was not provided and that this was needed and was outlined to NEDDC accordingly. The cost quoted of £50 per hour that was agreed at the last Full Parish Council meeting on 28th June 2021, is our ceiling rate and is unlikely to be exceeded in any event and allows the Parish Council to use services on a timed use basis as and when required. It is intended for a more detailed quote be provided based on a longer-term contract which has been requested and is expected over the next few weeks.</p>
<p>(10)</p>	<p><u>Item 11: Vacant Position on the Health, Safety and Well Being Committee</u> To elect a new member to the Health, Safety and Well Being Committee. To select a new short listing and selection panel member from the Committee members.</p> <p>Following the departure of resigned/retired Councillors, Cllr Wendy Tinley advised that she will volunteer to be a Health, Safety & Wellbeing Committee member.</p> <p>Proposed by Cllr Drabble and Seconded by Cllr Curzon, and RESOLVED:</p> <p>1) That Councillor Wendy Tinley is assigned to the Health, Safety and Wellbeing Committee. (All 6 in favour)</p>

<p>(11)</p>	<p><u>Item 12: Vacant Position on the Environment and Climate Change Committee</u> To elect a new member to the Environment and Climate Change Committee</p> <p>Cllr David Drabble advised that he is happy to volunteer to be an Environment and Climate Committee member.</p> <p>Proposed by Cllr Clough and Seconded by Cllr Tinley, and RESOLVED: 1) That Councillor David Drabble is assigned to the Health, Safety and Wellbeing Committee. (All 6 in favour)</p>
<p>(12)</p>	<p><u>Item 13: Temporary Responsible Person</u> To discuss the current vacated post of Clerk and a temporary legal requirement to appoint a Temporary Responsible Person to act in the capacity as Proper Officer, to allow the Parish Council to continue to operate legally while a Locum or permanent Clerk is in position.</p> <p>Cllr Clough advised that the current Locum Clerk and Deputy Clerk had resigned from their positions, and that a replacement is needed urgently to continue the normal business of the Council. It was advised that we should seek replacement with immediate effect through normal channels.</p> <p>Cllr Platts recommended that Cllr Clough take up the responsibility of Temporary Responsible Person in the absence of a replacement Locum Clerk or permanent Clerk / RFO.</p> <p>Proposed by Cllr Platts and Seconded by Cllr Tinley, and RESOLVED: 1) That Councillor Steve Clough is appointed as Temporary Responsible Person to act in the capacity of Proper Officer to the Council until a replacement Locum Clerk is appointed or in their absence a permanent Clerk / RFO is appointed. (All 6 in favour)</p>
<p>(13)</p>	<p><u>Item 14: Bank Signatories</u> To establish and agree new additional bank Signatories and approval to setup with Unity Trust Bank.</p> <p>Cllr Clough highlighted the need for replacement Bank Signatories to meet the Council's statutory obligations and asked for Council members to declare if they would be willing to perform this duty. Cllr's Curzon, Tinley and Platts volunteered to carry out these duties under the Financial Regulations applicable to the Council.</p> <p>Proposed by Cllr Clough and Seconded by Cllr Potts, and RESOLVED: 1) That Councillors Chris Curzon, Wendy Tinley and Alex Platts become authorised signatories for the Parish Council's banking requirements. (All 6 in favour)</p>
<p>(14)</p>	<p><u>Item 15: Any items for discussion for a future agenda</u> To notify the Clerk of any matters for inclusion on the agenda of the next meeting.</p> <p>Cllr Clough clarified items to be included in the next agenda:</p> <ul style="list-style-type: none"> • Update of the Council's current position • Scheme of Delegation • Standing Orders • Finance Regulations • Committee Replacements
<p>(14)</p>	<p><u>Item 16: Date of the Next Council Meeting</u></p>

To note the date of the next scheduled meeting of the Parish Council to take place on Monday 26th July 2021.

This was noted by members.

There being no further business, the Chair closed the meeting at 7.40pm.

These draft minutes were approved as a true record at the Full Council meeting

Held on: *with the agreed additions/deletions: None / Yes (list amendments below)

Signed (Chair)..... Print: Dated

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*Loose leaf pages to be initialled

* The copy signed by the Chair to contain the alterations, recorded in longhand, with the changes (agreed by the meeting) signed and dated. Signed Copy of the minutes to be filed in the minute book.

***Agreed Amendments (Additions/Deletions) to the Draft Minutes:**