

HORDEN PARISH COUNCIL
Minutes of Meeting held 23rd October 2018

Present: Councillor I Roberts (Chairman).
 Councillors J Clark, E Connor, D Langan, F Leadbitter, A Lodge, I Mclean, W Morrow, W Smith, D Tait.
Staff: Miss G Rowe (Acting Clerk), Mr K Wilkinson (Acting Deputy Clerk).

HPC **Apologies for Absence.**

18/19/095 **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors R Bagnall, C Cain, A Lodge, L Williams, E Wood.

HPC **Declarations of Interest.**

18/19/096 The Acting Clerk declared an interest on Item HPC 18/19/099 - Clerk to the Council Vacancy.
 The Acting Deputy Clerk declared an interest on Item HPC 18/19/099 - Clerk to the Council Vacancy.

HPC **Exclusion of Press and Public.**

18/19/097 **RESOLVED:** that in accordance with Section 2 (1) of the Public Bodies (Admission to Meetings) Act, 1960, the press and public be excluded from the meeting for the following items of business on the grounds that they involve information prejudicial to the public interest by reason of the confidential nature of the business to be transacted

HPC **2019 Pay Award.**

18/19/098 Members considered the Acting Deputy Clerk's Report and National Joint Council for Local Government Services correspondence.

RESOLVED: To APPROVE the 2019 NJC Pay Award.

At 6:07pm the Acting Clerk and Acting Deputy Clerk left the Meeting.

HPC **Clerk to the Council Vacancy.**

18/19/099 The Acting Deputy Clerk briefly clarified various points raised by Members, prior to leaving the Meeting.

At 6:07pm the Acting Clerk and Acting Deputy Clerk left the Meeting.

Members considered the detailed report prepared by the Acting Deputy Clerk (HR). The report outlined various options in relation to appointment, re-designation of responsibilities and financial information in respect of the Clerk and R.F.O. Duties.

After a lengthy discussion it was **RESOLVED:**

- i. To APPROVE Option 4 of the Report indicating the following terms:
- ii. To offer the position of Clerk to Horden Parish Council on a part-time basis to Mr. K Wilkinson, commencing 1st November 2018, for an indeterminate period incorporating a six-month probationary period and a continuous six-monthly review at NJC SCP 47.
- iii. To offer Miss G Rowe the position of Responsible Finance Officer role, commencing 1st November 2018, to be incorporated into the present role of Deputy Clerk to Horden Parish Council at NJC SCP 36.

In making the appointments Members were mindful of the need to have a complimentary mix of skills and knowledge in place to address immediate and future priorities.

At 6:27pm the Acting Clerk and Acting Deputy Clerk returned to the Meeting.

The Chairman formally offered the above positions, which were accepted.

The Members expressed their sincere gratitude for the efficient and professional work undertaken by Miss G Rowe and Mr K Wilkinson during the 'acting-up' period over recent months.

HPC **Property Surveys Summary Costs.**

18/19/100 Members considered the short, medium and long-term costs for their asset base schedule in the property surveys.

It was **RESOLVED:**

- i. To appoint an Asset Management Sub-Committee to look at costings in detail.
- ii. The Asset Management Sub-Committee have delegated authority to establish priorities and agree work programme and report back to Council for information.
- iii. To nominate Cllrs R Bagnall, J Clark, E Connor, D Langan, F Leadbitter, I Roberts, D Tait, and the

- Acting Clerk contact those Members not present to give them an opportunity to attend.
- iv. To appoint a Working Group, consisting of Cllrs I Roberts, D Langan, F Leadbitter, the Clerk and representatives of Horden Community Welfare Association Football Club, to seek funding opportunities for the Welfare Ground.

HPC
18/19/101

Internal Audit Reports

a) Charity Arrangements.

Members considered the Internal Auditors Report and Action Plan. Concluded at Moderate Assurance
Members considered the findings in the Action Plan and Management Responses in relation to addressing the Internal Auditors Recommendations.

RESOLVED: That the Report and Action Plan is APPROVED.

b) Capital Programme.

Members considered the Internal Auditors Report and Action Plan. Concluded at Moderate Assurance
Members considered the findings in the Action Plan and Management Responses in relation to addressing the Internal Auditors Recommendations.

RESOLVED: That the Report and Action Plan is APPROVED.

c) Bar and Functions.

Members considered the Internal Auditors Report and Action Plan. Concluded at Moderate Assurance
Members considered the findings in the Action Plan and Management Responses in relation to addressing the Internal Auditors Recommendations.

RESOLVED:

- i. That the Stocktaker is removed from the Council's payroll with immediate effect.
- ii. That pending further reports and consideration of services during the budget setting process, the Report and Action Plan is APPROVED.

d) Use of Community Buildings.

Members considered the Internal Auditors Report and Action Plan. Concluded at Moderate Assurance
Members considered the findings in the Action Plan and Management Responses in relation to addressing the Internal Auditors Recommendations.

RESOLVED: That pending further reports and consideration of services during the budget setting process, the Report and Action Plan is APPROVED.

Meeting concluded at 7:55pm