

**HORDEN PARISH COUNCIL**  
**Minutes of Meeting held 7<sup>th</sup> February 2019**

- Present:** Councillor I Roberts (Chairman)  
 Councillors J Clark, E Connor, D Langan, F Leadbitter, W Morrow, J Robinson, D Tait, A Turner, E Wood.
- Staff:** Mr K Wilkinson (Clerk to the Council), Miss G Rowe (Deputy Clerk/RFO).
- Also Present:** Ms A Hamilton and Mr A Hunter – Durham County Council, Regeneration and Local Services.

**HPC** **Public Participation.**

**18/19/162** Ms Hamilton and Mr Hunter provided Members with an update on the outcome of the Horden Masterplan Consultation. They advised Members that the results would be published around April time and a further consultation will be held. Members asked questions in relation to the update.

*At 6:30pm Ms Hamilton and Mr Hunter left the Meeting.*

**HPC** **Apologies for Absence.**

**18/19/163** **RESOLVED:** Apologies RECEIVED and APPROVED for Councillors C Cain, I Mclean, L Williams.

**HPC** **Declarations of Interest.**

**18/19/164** Cllr E Connor declared a prejudicial interest on Item HPC 18/19/175 – Employment Related Occupation of Council Property.  
 Cllr J Clark declared a prejudicial interest on Item HPC 18/19/175 – Employment Related Occupation of Council Property.

**HPC** **Minutes of the Horden Parish Council Meetings held 8<sup>th</sup> and 10<sup>th</sup> January 2019.**

**18/19/165** A copy of which had been circulated to each Member.  
**RESOLVED:** That the Minutes be confirmed as a true record and signed by the Chairman.

**HPC** **Minutes of the Risk Management Committee Meeting held 17<sup>th</sup> January 2019.**

**18/19/166** A copy of which had been circulated to each Member.  
**RESOLVED:** That the Minutes be confirmed as a true record and signed by the Chairman.

**HPC** **Matters Arising.**

**18/19/167** A copy of which had been circulated to each Member.  
**RESOLVED:** That the information be NOTED.

**HPC** **Police Report.**

**18/19/168** There were no police present to provide a report. Members raised their concerns over the lack of correspondence and feedback to enable them to update members of the public and further issues in relation to the reporting of crime.  
**RESOLVED:** To invite the Crime Commissioner and Chief Constable to attend a Meeting of the Council to relay their concerns directly.

*At 6:52pm the Parks and Cemetery Manager entered the Meeting.*

**HPC** **Parks and Cemetery Manager's Report.**

**18/19/169** The report circulated covered the period 7<sup>th</sup> January to 3<sup>rd</sup> February 2019. Members asked the Parks and Cemetery Manager questions in relation to his report.  
**RESOLVED:** That the Parks and Cemetery Manager revise the style of the report and the information is NOTED.

*At 7:07pm the Parks and Cemetery Manager left the Meeting.*

**HPC** **Social Welfare Centre Report.**

**18/19/170** A copy of which had been circulated to each Member.  
**RESOLVED:** That future reports are reported to the Social Welfare Centre Committee and the information is NOTED.

**HPC** **Corporate Risk Review.**

**18/19/171** i. **Strategic Risk Register.**  
 A copy of which had been circulated to each Member. Members noted the changes and comments introduced by the Risk Management Committee.  
**RESOLVED:** To APPROVE the Strategic Risk Register.

ii. **Financial Risk Register.**

A copy of which had been circulated to each Member. Members noted the changes and comments introduced by the Risk Management Committee.

**RESOLVED:** Subject to the amendments of Members 'will' the Financial Risk Register is APPROVED.

**HPC** **Members Appointed to Outside Bodies.**

**18/19/172** Cllr F Leadbitter provided Members with an update on the recent Horden Regeation Partnership Meeting.

**RESOLVED:** That the information is NOTED.

**HPC** **Exclusion of Press and Public.**

**18/19/173** **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.

*At 8pm the Clerk to the Council and Deputy Clerk/RFO left the Meeting.*

**HPC** **Clerk to the Council Contract of Employment.**

**18/19/174** Members considered the revised Job Description and Statement of Particulars for the Clerk to the Council.

**RESOLVED:** Subject to the amendment of 'to issue/oversee notices and prepare agendas and minutes for the Parish Meeting' the Job Description and Contract of Employment are APPROVED.

Cllr Langan voted against the proposal.

**HPC** **Deputy Clerk/RFO Contract of Employment.**

**18/19/175** Members considered the revised Job Description and Statement of Particulars for the Deputy Clerk/RFO.

**RESOLVED:** The Job Description and Contract of Employment are APPROVED.

Cllr Langan voted against the proposal.

*At 8:15pm the Clerk to the Council and Deputy Clerk/RFO re-entered the Meeting.*

*At 8:15pm Cllrs J Clark and E Connor left the Meeting.*

**HPC** **Employment Related Occupation of Council Property.**

**18/19/176** Members considered the Clerk's Report at length.

*Councillor Langan stated that he wished it to be minuted that he is personally offended by the two employees' comments that the Members did not fully appreciate the benefit the Council receives from their respective premises.*

It was **RESOLVED:**

- i. In reference to the confidential report item five, the tied accommodation element be removed from the employee's contract of employment with immediate effect, with occupation of the property under the arrangement of a tenancy agreement.
- ii. Further to the confidential report item five, the time taken to carry out the duties is established and the employee's working week is adjusted accordingly.
- iii. The Clerk to the Council approach the staff members concerned, in reference to the confidential report items three and four, to exchange views on the proposals recommended by Members.

*The Meeting concluded at 9:02pm*