

EARL SHILTON TOWN COUNCIL

MINUTES of the TOWN COUNCIL MEETING

Held at 7.30 pm on

Thursday 17th March 2016

At Earl Shilton Social Institute, Station Road, Earl Shilton

MEMBERS PRESENT:

Councillors:	C Coe (Chair)	D Almey	D Bailey	J Brown
	A Greenwood	S Hardy	K Olgeirsson	L Panton
	P Statham			

IN ATTENDANCE: Office Administrator – A Oswin

15/274 CHAIRMAN'S WELCOME

The Chair opened the meeting at 7.30 pm. Cllr Greenwood arrived at 7.32 pm. The Chair then welcomed ESTC Councillors and Cllr C Ladkin from HBBC.

The Chair continued by stating that:

- The ESTC is currently experiencing difficulties and she has sought guidance and clarification from the Clerk at LRALC, the Monitoring Officer at HBBC and NALC to ensure that this meeting is, in fact, legal.
- She had sought guidance to operate the office on a part-time basis until such time as a Town Clerk can be appointed.
- On 11th March 2016 an IT Consultant had been employed to fix the computer problems within the office.
- Not much paperwork is available for this meeting

Chairman's Initials _____

The Chair then read aloud a letter which had been received from the Camera Club thanking ESTC for their £50.00 grant. The letter explained that they are holding an exhibition at the Atkins Building later in the year and requested permission from ESTC to name them as a sponsor. This was agreed.

15/275 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from:

Councillors: Janice Richards, Martin Tebbett, Rob Phelps and Martin Leman.

15/276 DECLARATIONS OF PECUNIARY INTERESTS

None.

15/277 DISPENSATIONS OF DISCLOSABLE PECUNIARY INTERESTS

None.

15/278 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 8TH MARCH 2016

The Chair explained that there is no access to the minutes of the previous meeting held on 8th March 2016. She advised that this is a legal requirement but due to the exceptional circumstances experienced by ESTC at present, this meeting could be held without sight of the previous minutes.

15/279 TO RECEIVE A POLICE REPORT

None.

15/280 ELECTORS TIME

No electors were present.

15/281 TO RECEIVE A REPORT FROM LEICESTERSHIRE COUNTY COUNCILLOR – CLLR J. RICHARDS

Cllr Richards gave her apologies prior to the meeting.

15/282

TO RECEIVE A REPORT FROM HINCKLEY & BOSWORTH
BOROUGH COUNCILLOR – CLLR C. LADKIN

Cllr Ladkin raised the following points:

- He congratulated Cllr Coe on her appointment as Chair of ESTC
- He wished to convene meetings between HBBC and ESTC regarding redevelopment within Earl Shilton. He advised that Steve Meynell and Richard Crossway were the officers responsible for redevelopment within the Earl Shilton and Barwell areas. Some lines of enquiry had been pursued and Cllr Ladkin suggested that Cllr Richards and Cllr Coe meet on a three-monthly basis to discuss concerns regarding redevelopment and planning, e.g. Heath Lane, the Earl Shilton SUE and community safety. Police liaison would also be required and the overall aim is to strengthen Earl Shilton.
- The main area of work at the moment at HBBC is the budget.
- Cllr Ladkin is looking forward to working the Chair and her colleagues.

Cllr Hardy enquired whether the quarterly meetings would come under the remit of Planning or a different Committee where HBBC can liaise with ESTC. The Chair agreed to speak with Cllr Ladkin outside this meeting as the Town Plan Working Party had been deferred.

15/283

TO APPROVE ADDITIONAL CHEQUE SIGNATORIES

The Chair advised that ESTC is short of cheque signatories following the resignation of Cllr Ellis. She explained that problems had arisen with Unity Trust regarding Cllr Brown's change of address and requested four nominations from Committee members. It was agreed that the following members would continue to be cheque signatories to both the Unity Trust Account and the NatWest Account. :

Cllr Coe - The Chair
Cllr Bailey
Cllr Brown

And that Cllr Statham would be added.

It was agreed that Cllr James Colin Ellis' name would be removed as a signatory.

Cllr Bailey advised that she had received some paperwork from the bank.

Cllr Panton raised her concerns regarding the payment of bills and staff salaries to which the Chair replied that staff would receive their payment cheques on Monday 21st March 2016. She added that had sought advice from NALC regarding this.

Cllr Hardy enquired whether wages were constant to which the Chair explained that this was not the case.

Cllr Panton stressed the need for a Financial Officer to which the Chair explained that this matter was listed further down the agenda. Cllr Panton added that this is very important.

15/284 TO CONSIDER FORMALLY CONSTITUTING THE TOWN PLAN WORKING PARTY AS A COMMITTEE

This matter was deferred to the next meeting.

15/285 TO AGREE EXTRAORDINARY EXPENSES FOR THE STAFFING COMMITTEE

The Chair advised that £120.00 per month was paid by standing order to an HR Consultancy but that a cheque for £600 + VAT was required for additional work carried out by a different company. The Chair requested that the Staffing Committee be given a budget of £1,000 to cover expenses or pay the cheque.

Cllr Panton advised that she is not comfortable with this proposal and she re-iterated that a Financial Officer is required. Cllr Bailey advised that the cheque covers additional work which had been carried out to which Cllr Panton asked what additional work she referred to. Cllr Bailey answered that the company had provided an HR Advisor who had made three visits. Cllr Panton enquired whether this had been agreed beforehand. Cllr Bailey advised that more work had been carried out. Cllr Greenwood advised that a fee had been agreed in addition to the original quote.

Cllr Hardy said that he understands that ESTC are experiencing extraordinary circumstances, but that he is not sure how council's work. He enquired whether ESTC has a Financial Controller.

The Chair replied that the Clerk is the Responsible Financial Officer and would advise the members on such matters, but in her absence, the Committee members must make the decision

Cllr Panton enquired whether there was an agreement beforehand to pay for the extra work, to which Cllr Bailey replied "No". The Chair advised that the decision could be deferred. Cllr Panton repeated that she is not comfortable with this. Cllr Bailey added that the extra work carried out had been unforeseen and was very involved. Cllr Statham added that £120 per month had been agreed.

Discussion followed regarding the wording "extraordinary expenses". The Chair reiterated the need for a decision to be made.

Cllr Bailey proposed to agree an expense of £600 + VAT on receipt of an invoice. Cllr Greenwood seconded this proposal.

This proposal was unanimously agreed.

15/286 TO RECEIVE A REPORT FROM EXTERNAL ORGANISATIONS

Cllr Hardy advised that a quarterly meeting had been arranged for next Thursday (24th March 2016) at 5.30 for 6.00pm at the hotel. He added that there was a short agenda and representatives from Earl Shilton In Bloom would be in attendance. Information would be gathered in the first instance then LCC would be invited to attend.

15/287 TO NOTE PLANNING APPLICATIONS RECEIVED SINCE THE PREVIOUS MEETING

The Chair advised that no planning applications were available for this meeting due to lack of access.

15/288 ANY OTHER BUSINESS

1. Cllr Hardy enquired about co-option to the Committee to which the Chair replied that there is only one more meeting until the AGM. She added that the process had not yet been started and she was awaiting information from the Monitoring Officer. Cllr Statham added that the ESTC had more important issues to consider.
2. The Chair advised that she had received an email from Richard Crossthwaite enquiring whether ESTC were considering submitting any projects. She added that a response was required by tomorrow (18th March 2016) and she had requested an extension to their deadline.

15/289 **DATE ,TIME AND PLACE OF NEXT MEETING**

Tuesday 5th April 2016 at The Stute at 7.30pm

15/290 **TO PROVIDE AN UPDATE ON STAFFING MATTERS- PRIVATE SESSION**

It was resolved that the meeting move into private session.

PROPOSED by Cllr. D Bailey SECONDED by Cllr K Olgeirsson

- (i) To approve the minutes of the private session meeting held on 8th March 2016.

The minutes were approved and signed.

- (ii) To consider the need to appoint additional temporary office staff.
The chairman spoke in general terms regarding the office situation, following the resignation of the Town Clerk and the Deputy Clerk being on sick leave. Advice received from LRALC, HBBC and NALC was that it was important that the Council had a responsible officer/Town Clerk in place. LRALC advised on two who were currently available.

RESOLVED that Mark Jackson should be invited to an informal meeting further to engaging him as interim/locum clerk.

PROPOSED by Cllr A Greenwood SECONDED by Cllr K Olgeirsson.

Members were reminded of the confidentiality of matters being discussed.

Various staffing matters were discussed, and it was agreed that the staffing committee could act with regard to the employment of a temporary clerk under their delegated powers.

The meeting closed at 8.28pm

Town Mayor's Signature _____
Cllr C Coe

Date _____

All relevant legislation was considered in producing the decisions contained within this document