



# Dodderhill Parish Council

Minutes of an Extraordinary Parish Council Meeting of DODDERHILL PARISH COUNCIL held at Dodderhill Parish Community Hall on Wednesday 14<sup>th</sup> June 2023

Started at 7.50pm due to technical issues

Present: Councillors Addy, Edge, Griffin, Howarth (Chair), A Joynes, L Joynes, Keane, Leah & Mason

Also present: District Councillors Deller, Franks & Morris (also an interest in item 7)

Clerk J Tufnail via Zoom

4 Members of the Public

1. Apologies for absence received from Cllrs Harrigan, Evans, O'Leary & Dean. County Cllr Miller also sent his apologies
2. Declarations of interest were received from Cllrs Edge & Keane, Item 7
3. Dispensations – Cllr Edge's request to stay in the room was refused
4. Public Participation – Ex-councillor Walton asked the Council if they were in agreement that she should authorise the May salaries at the bank as the new signatories were not in place. This was unanimously agreed. It was further agreed that the previous council's signatories should remain in place at the bank until the new signatories are fully functional. Cllrs Edge, Keane & Morris left the room. Another resident commented on the planning application to be discussed later. A further resident said the staffing arrangements of the council should be altered and went on to comment on the Community Hall CIO. Cllrs A Joynes, L Joynes and Keane left the room prior to the Community Hall comments.
5. Proposal: To approve the Minutes of the last meetings:  
25 April 2023 – not approved using the Chair's casting vote

	RA	NE	DG	SH	AJ	LJ	A K	JL	DM
<b>For</b>	x						x		
<b>Against</b>		x		x				x	
<b>No Vote</b>			x	x	x	x			x

The following prepared amendments were agreed using the Chair's casting vote as required:

1. The Finance Report (item 7) was read out to Councillors at the meeting on 25/4/23 by the former Chair but not minuted as such

	RA	NE	DG	SH	AJ	LJ	AK	JL	DM
<b>For</b>		x		x				x	
<b>Against</b>	x						x		
<b>No Vote</b>			x	x	x	x			x

2. Item 7: The subsequent payments list that was included with the draft Minutes did not include the WCC payment (£190.27), Street Lighting Initiative, which had been read out to Councillors.

	RA	NE	DG	SH	AJ	LJ	AK	JL	DM
<b>For</b>		x		x				x	
<b>Against</b>	x						x		
<b>No Vote</b>			x	x	x	x			x

3. Item 7(e) ii) The Accounting Statements for the year 2022-23: We were presented with a year-end bank reconciliation containing anomalies which were raised at the meeting.

	RA	NE	DG	SH	AJ	LJ	AK	JL	DM
<b>For</b>		x		x				x	
<b>Against</b>	x						x		
<b>No Vote</b>			x	x	x	x			x

4. Item 7(e)iii) The inspection Dates were for the wrong year (2022 instead of 2023).

	RA	NE	DG	SH	AJ	LJ	AK	JL	DM
<b>For</b>	x	x					x	x	
<b>Against</b>									
<b>No Vote</b>			x	x	x	x			x

The amended minutes were signed by the Chair.

16 May 2023 – The minutes were amended as Cllr Mason did not sign his Declaration of Acceptance of Office as Vice Chair until after the meeting. The amended minutes were signed by the Chair.

	RA	NE	DG	SH	AJ	LJ	AK	JL	DM
<b>For</b>	x	x	x	x	x	x	x	x	
<b>Against</b>									
<b>No Vote</b>									x

6. The Standing Orders were agreed and amended as follows:

Standing Order 3f Replaced ‘ten minutes’ with “fifteen minutes”

	RA	NE	DG	SH	AJ	LJ	AK	JL	DM
<b>For</b>	x	x	x	x	x	x	x	x	x
<b>Against</b>									
<b>No Vote</b>									

Standing Order 3g At the end of the sentence, added “unless directed by the Chair of the meeting”.

	RA	NE	DG	SH	AJ	LJ	AK	JL	DM
<b>For</b>	x	x	x	x	x	x		x	x
<b>Against</b>									

*Scott*



	RA	NE	DG	SH	AJ	LJ	AK	JL	DM
<b>For</b>	x	x	x	x	x	x	x	x	x
<b>Against</b>									
<b>No Vote</b>									

Standing Order 13e current wording replaced with:

“A decision as to whether to grant a dispensation shall be made by the meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final. Subject to standing orders 13(d) and (f), such request shall be on the agenda following the chairman’s welcome, receipt of apologies and councillors’ declarations of interest.”

	RA	NE	DG	SH	AJ	LJ	AK	JL	DM
<b>For</b>	x	x	x	x	x	x	x	x	x
<b>Against</b>									
<b>No Vote</b>									

Page 16: Removed as it is a blank page.

	RA	NE	DG	SH	AJ	LJ	AK	JL	DM
<b>For</b>	x	x	x	x	x	x	x	x	x
<b>Against</b>									
<b>No Vote</b>									

7. Cllrs Keane, Edge & Morris left the room

The Land behind Sunnyhill House Ref W/23/00914/FUL application was considered and it was agreed that Council should object, District Cllr Deller to send Clerk the list of objections for submission. It was noted that an extension had been granted until 28.06.2023.

	RA	DG	SH	AJ	LJ	JL	DM
<b>For</b>	x	x	x	x	x	x	x
<b>Against</b>							
<b>No Vote</b>							

8. The Terms of Reference for existing committees were approved as follows:

a) DODDERHILL PARISH COUNCIL FINANCE COMMITTEE TERMS OF REFERENCE

Membership

The Finance Committee will be made up of four members of the Council appointed by the full Council. The Committee will elect a Chair. The Parish Council Chair and Vice-Chair will be ex-officio members of the Finance Committee unless they are members of the committee.

Quorum

Three members will constitute the minimum number required for a meeting to proceed, one of whom must be Chair of the Committee or his or her nominee in the event of enforced absence.

Meetings

The Committee will meet at least once every quarter or as required, and in compliance with Standing Order 3 (Meetings Generally).

Delegated responsibilities

a) To collaborate with the RFO in their preparation of (i) and (ii) below:

i) a detailed budget for its approval by Council;

ii) the annual precept to be levied for the Parish.

This will involve consultation with the Chair of the Committees of the Council, the Chair of the Council and the Parish Clerk

- b) In conjunction with the RFO, to monitor income and expenditure and ensure that the Council receives reports at the end of each quarter on the progress of actual income and expenditure compared with budget.
- c) To draw up and periodically review a procedure for the making of grants and donations and to consider and make decisions on such requests made to the Council, in accordance with that policy.
- d) To assign 2 members of its committee, excluding signatories, to carry out quarterly accounting checks on a rota basis to be compliant with the Financial Regulations and Internal Control Policy.
- e) To conduct an annual review of the effectiveness of Internal Audit and Internal Control procedures, to be compliant with the Financial Regulations and Internal Control Policy.
- f) To review the Council's Financial Regulations and Financial Risk Assessment annually, in collaboration with the RFO.
- g) The named members of the Finance Committee and the RFO/Clerk to be the main contacts with Scribe Accounts. Liaising with the Chair of the Council, read-only access to Scribe Accounts to be arranged for new and existing councillors. Access levels to be reviewed on a needs basis.
- h) To ensure that appropriate records are kept of all assets and that they are adequately controlled and maintained.
- i) The Committee may delegate any of its functions to an officer of the Council, as and when required.

	RA	NE	DG	SH	AJ	LJ	AK	JL	DM
<b>For</b>	X	X	X	X	X	X	X	X	X
<b>Against</b>									
<b>No Vote</b>									

**b) DODDERHILL PARISH COUNCIL IT COMMITTEE TERMS OF REFERENCE**

**Membership**

The IT Committee will be made up of four members of the Council appointed by the full Council. The Committee will elect a Chair. The Parish Council Chair will be an ex-officio member of the IT Committee.

**Quorum**

Three members will constitute the minimum number required for a meeting to proceed, one of whom must be Chair of the Committee or his or her nominee in the event of enforced absence.

**Meetings**

The Committee will meet at least once every quarter or as required, and in compliance with Standing Order 3 (Meetings Generally).

**Delegated responsibilities**

- a) To consider and make recommendations on any matters with regard to the provision, management and use of information and communication technology and CCTV provided for or used by Dodderhill Parish council.
- b) To advise councillors and staff on information technology matters when requested or when appropriate.
- c) To periodically review the IT and CCTV Hardware and Software owned and used by the Parish Council a ensure that it is up to date. To advise the Council if and when it needs upgrading or replacing and to recommend a budget for these works and items to a full council.
- d) To carry out IT & CCTV security reviews and bring to the attention of the full Parish Council any identified risks including those of data breaches.
- e) To consider and make recommendations on the Parish Council's online presence including the Parish Council Website, Facebook Page and any other online presence and delegate any or some of these functions as required.
- f) To consider and make recommendations on the Parish Council's social media and CCTV policies, including ensuring that these are reviewed on a regular basis and provide input into the reviews.
- g) To ensure that appropriate records are kept of all IT related assets and that the assets are adequately controlled and maintained. Items include the laptop owned by the Parish Council and used by the Chair/Vice Chair; the speaker; and?
- h) The Committee may delegate any of its functions to an officer of the Council, as and when required.

*Scott*

	RA	NE	DG	SH	AJ	LJ	AK	JL	DM
<b>For</b>	x	x	x	x	x	x	x	x	x
<b>Against</b>									
<b>No Vote</b>									

c) DODDERHILL PARISH COUNCIL STAFFING COMMITTEE TERMS OF REFERENCE

**Membership**

The Staffing Committee will be made up of four members of the Council appointed by the full Council. The Committee will elect a Chair. The Chair of the Council will not chair this committee.

**Quorum**

Three members will constitute the minimum number required for a meeting to proceed, one of whom must be Chair of the Committee or his or her nominee in the event of enforced absence.

**Meetings**

The Committee will meet at least once every quarter or as required, and in compliance with Standing Order 3 (Meetings Generally) unless confidential matters are to be discussed.

**Delegated responsibilities**

- a) To progress staff recruitment when required;
- b) To oversee new individual contracts of employment and confirm terms and conditions for new employees only;
- c) To arrange for the regular review of the Clerk’s performance by one member of the committee as agreed by the Clerk;
- d) To arrange for the regular review of other staff line-managed by the Clerk, if any;
- e) To report the National Association of Local Councils annual salary awards, if applicable, to the full council;
- f) To consider any matters arising in response to the council’s Grievance and Disciplinary Procedure and act appropriately;
- g) To appoint an Appeals Panel and its Chair, when required by the Grievance and Disciplinary Procedure. If a grievance has been raised against a council member, that member will be excluded from membership of both the Staffing Committee and the Appeals Panel.
- h) To clarify the Terms of Reference for the Appeals Panel, which will include the requirement that all recommendations are directed in the first instance to the Staffing Committee;
- i) To consider recommendations from the Appeals Panel and act accordingly;
- j) To alter these Terms of Reference if there are insufficient ‘untainted’ members to form an Appeals Panel;
- k) To review all policy issues relating to staff at least every two years.

**Staffing Committee members are reminded of:**

- 1. The legal framework that exists for good practice in employment matters;

2. The confidential nature of employer / employee matters and that items for consideration may require the committee to resolve to exclude the press and public from the meeting;
3. The nationally negotiated (NALC and ALCC) model contracts and terms and conditions for the employment of the Clerk, adherence to which Dodderhill Parish Council has agreed;
4. The Member-Officer Protocol, available as a policy document; and other related staffing policies.
5. The Council Chair or Vice Chair is the Clerk's 'line manager' and the Clerk manages all other staff, if any.

**Budget requirements**

The Staffing Committee will not be required to establish a budget but will be expected to manage the financial costs involved when recruiting new staff. Funds for this will be agreed and made available by resolution of the full council.

	RA	NE	DG	SH	AJ	LJ	AK	JL	DM
<b>For</b>	x	x	x	x	x	x		x	x
<b>Against</b>							x		
<b>No Vote</b>									

9. The Clerk's 10 extra meeting hours in June 2023 were approved.

	RA	NE	DG	SH	AJ	LJ	AK	JL	DM
<b>For</b>	x	x	x	x	x	x	x	x	x
<b>Against</b>									
<b>No Vote</b>									

The meeting closed at 9.50pm



20 June 2023