

**Minutes of the Ordinary Meeting of KIRKBYMOORSIDE TOWN COUNCIL at
Manor Close Community Centre on Monday 7 March 2011 at 7.00pm**

Present: Councillors G De Barr (Chairman), M Brampton, J Coughlan, C Dowie, A Gunton, L Mudd and S Ward.

Also Present: 4 members of the public, 1 member of the press, County and District Councillor V Arnold and the Assistant to the Town Clerk, C Eve.

Following advice from the Monitoring Officer, the Chairman addressed the Council before the meeting started. She said that the meeting called was an Ordinary Meeting and yet it had been signed by the Chairman. The Chairman has the power to call an Extra Ordinary meeting and sign the agenda but the Town Clerk must summon Councillors to an Ordinary meeting. Due to the importance and urgency of the items on the agenda, the Chairman asked Council if they were in agreement that the meeting go ahead or should it be cancelled. After due consideration, the Town Council **resolved** to hold this meeting.

366. Apologies were **received and accepted** from Councillors J Cossins and M Donald.

367. Councillor Brampton **declared** a prejudicial interest in Agenda Item 3b.

368. Minutes and Matters Arising

a) The Town Council **approved** the minutes of the Ordinary Meeting on the 21 February 2011 with amendments.

b) To consider matters arising:

The Chairman read out a statement from the Town Clerk regarding agenda item 361 and an over payment made to the Town Clerk. Councillor Coughlan said that this matter had been brought to the audit team's attention by the Clerk and the error had occurred when using the software for calculating taxes. He added that in no way did he mean to impugn the probity of the Clerk and it was commendable that she brought the matter to the team's attention. On a separate matter the Clerk had declined to take up the offer of an exit interview and Councillor Coughlan asked that this be recorded in the minutes.

The Council resolved to change the order of 3b, dealing with 3biii) first:

- i) The Town Council **resolved** to appoint Cllr Brampton as temporary, unpaid Proper Officer with effect from the termination of the present clerk's contract, 7th March 2011.
- ii) The Town Council **resolved** not to consider the appointment of a locum clerk.
- iii) An amendment was made to this agenda item to read: To give the Assistant to the Clerk the authority to sign agendas and summons in the absence of the Proper Officer.' The Council **resolved** to give the Assistant to the Clerk authority to sign agendas and summons in the absence of the Proper Officer.

c) The Town Council **received** the minutes of the Staffing Committee held on 19 February 2011.

The Town Council **resolved** to change the order of the following points with 3ciii) first.

Recommendations Arising:

- i) The Town Council **resolved** that the Staffing Committee would look at the job description and produce a draft for the next Ordinary Meeting.

Standing Order 4a was suspended and the Town Council **resolved** to add to this agenda the motion 'to increase the size of the Staffing Committee by 1 member'.

- ii) In accordance with Town Standing Order 5viii), the Town Council **resolved** to add to the agenda 'to appoint a new member of the Council to the Staffing Committee.' The Town Council **resolved** to appoint Councillor Ward to the Staffing Committee.
- iii) The Town Council agreed that the Assistant to the Clerk continues to work 10 hours per week as contracted. Line Management will now be through the Staffing Committee and Chairman, liaising with the Proper Officer as required.
- iv) The Town Council **deferred** the decision to advertise the vacant post via suggested routes.
- v) The Town Council **deferred** the decision to consider an additional source of advertising via the SLCC website.
- vi) The Town Council **deferred** the agreement of the hours for the post.
- vii) The Town Council **deferred** the agreement of the appraisal process for the new post holder.

369. To allow members of the public to make representations, ask questions and give evidence in respect of any items of business.

- Mr Turlington reminded Councillors that they represent the people of Kirkbymoorside and integrity is essential.
- Mr Wilson-Haig said that he was shocked at the number of resignations over the last year within the Council and now particularly from Town Clerk who has been written up very well in the local paper. He urged the Town Council to look at the accountability for a new Town Clerk.

370. The Town Council **resolved** that it is not in a position to provide an indication as to the use of the former Community Office by Kirkbymoorside Town Council and is pending receipt of a proposal from Ryedale District Council.

371. Members noted the date of the next meeting.

21 March 2011 7.00pm Ordinary Meeting Manor Close Community Centre

The meeting closed at 9.11 pm.

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Chairman
21 March 2011