

# Holme Valley Parish Council

## MINUTES OF THE SPECIAL STAFFING COMMITTEE HELD ON MONDAY, 20 MAY 2019

Those present:

Chairman: Cllr Di Hall

Councillors: Cllrs T Bellamy, RP Dixon, T Dixon, S East, P Davies, T Dixon, M Pogson and J Roberts

Cllr Hogley arrived at 6.30pm

Officer: Mrs E Bennett

### 1920 01 **Public Bodies (Admissions to Meetings) Act 1960 amended by Openness of Local Government Bodies Regulations 2014**

As Local (Parish and Town) Council meetings can now be recorded, the Chairman checked if anyone wished to record the meeting, to ensure reasonable facilities could be provided. No members of the public or press were present.

### 1920 02 **To accept apologies for absence**

Apologies for absence were accepted from Cllr R Hogley who would join the meeting late due to work commitments.

### 1920 03 **To consider whether items on the agenda should be discussed in private session**

RESOLVED: That the meeting would be taken in private session, owing to the confidential nature of the matters to be discussed.

### 1920 04 **To receive Members' personal and disclosable pecuniary interests in items on the agenda**

None received.

### 1920 05 **To consider written requests for new DPI dispensations**

None received.

### 1920 06 **Exclusion of Public and Press**

RESOLVED: That the business of the Council now to be transacted be not open to the public or press on the grounds that the matters to be considered are of a confidential nature.

### 1920 07 **Staffing Matters**

It was resolved that;

- (1) The locum Clerk would continue to train the Trainee Clerk in house by being in the office two days per week.
- (2) The trainee clerk would continue with the ILCA training, occasional training days with YALC and SLCC and additional training with identified providers on quick books, the website etc.
- (3) The Locum Clerk's contract will be updated and he will keep the Council informed of his working hours weekly.
- (4) The chairman and vice chairman will meet regularly, once a month, with both Clerks to scrutinise and sign invoices and assess the training needs of the Trainee Clerk and make sure

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invoices are paid promptly.

- (5) The Annual Audit will be completed by the end of May and finalised by July. The SLCC will be informed if the Audit is late to avoid any deleterious consequences.
- (6) There will be every effort made to remove the previous Clerk's name from documents and removed from the list of signatories.
- (7) SLCC membership will be transferred from The Locum Clerk to the New Clerk.

## **1920 08 Freedom of Information Act 2000 – to agree what information will be made available to the public**

RESOLVED: That there were no supporting papers to be made available to the public.

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Chairman