

Holme Valley Parish Council

MINUTES OF THE MEETING OF THE COUNCIL HELD ON MONDAY 17 DECEMBER 2007 -

Those present :

Chairman : Cllr C M Kaye

Vice-Chairman : Cllr T Bellamy

Councillors : Cllr L Bailey, Cllr M Bower, Cllr Mrs R Bratt, Cllr J G Cropper, Cllr T Dearnley, Cllr R P Dixon, Cllr T W Dixon, Cllr D M Firth, Cllr Mrs D Hall, Cllr R Oldfield, Cllr Mrs J M Osborn, Cllr A R Otterburn, Cllr Mrs J Roberts, Cllr P Robinson, Cllr P D Searby, Cllr B A Smith, Cllr Mrs B E Smith, Cllr M A Walker

Officers : Mrs MA Bewick, Mrs E Hirst

Public Question Time

Two members of the public were present, but had no questions to put to the Council.

Report from Recipient of Grant

Members of Holme Valley Scouts and Agbrigg Division Girlguiding were in attendance to address the Council about their attendance at the Jamboree and International Camps. They talked about their experiences and showed photographs and souvenirs collected in their time away. All expressed their enjoyment of the time they had spent at the Jamboree and International Camp and their appreciation of the friendships made and the networking opportunities of learning about other countries and cultures.

Members thanked them for attending and also thanked their Leaders for contributing their time and efforts to keeping such local organisations active in the Valley. It was stressed that there was always a need for new Leaders and helpers to come forward to assist in the work.

On behalf of the Council, the Chairman thanked everyone for attending the meeting. The Scouts and their Leaders, the Guide and the members of the public present all left the meeting at the end of this item.

Apologies for Absence

Apologies for absence were accepted from Councillors Greenwood and K. Smith. (Cllr. Christofi submitted his apologies later.)

07 79 Disclosure of Interests

Cllr. T. Dixon declared a prejudicial interest in the payment of one account (agenda item 13).

07 80 Admission of the Public

It was agreed that no items required to be taken in private session.

07 81 Chairman's Opening Remarks

The Chairman, in opening the business session of the meeting, wished all Members a Merry Christmas.

He encouraged Members to return the forms in connection with the Staff Development Review, if they had not already done so. These should be received in the office, at the latest, before it closes for the Christmas break.

He had been involved in the judging of the photographic competition as reported under the Publications and Communications Committee. It was intended to present the prize at the site from which the winning photograph had been taken. The award ceremony had been delayed until better weather, given the icy condition of the track which led to this site.

He had also attended the switch-on of the Christmas lights in Holmfirth, whilst Cllr. Bellamy had enjoyed the recent concert of Holmfirth Choral Society.

Holme Valley Parish Council

In view of his absence on business commitments for the next Council meeting, the Chairman asked the Council to agree to the postponement of the meeting scheduled for 4 February 2008 until 18 February 2008. This was so agreed.

07 82 To confirm the Minutes of the Council Meeting

RESOLVED: That the Minutes of the Council meeting held on 12 November 2007 numbered 07 63 - 07 78 inclusive be confirmed.

07 83 To confirm the Minutes of the Planning Committee

RESOLVED: That the Minutes of the Planning Committee held on 12 November 2007 numbered 07 99 - 07 106 inclusive, and on 26 November 2007 numbered 07 107 - 07 117 inclusive be confirmed.

07 84 To receive the Minutes of the General Purposes Committee

RESOLVED: That the Minutes of the General Purposes Committee held on 19 November 2007 numbered 07 63 - 07 77 inclusive be received and adopted.

In connection with Minute number 07 76, the Clerk had been asked if Holme Valley Parish Council was still committed to its contribution to improvements to Booth House Play Area, as this project was under consideration by the Area Committee. The Council confirmed that its contribution was held committed to this project and that it would be happy to support such improvements.

07 85 To receive the Minutes of the Finance and Management Committee

RESOLVED: That the Minutes of the Finance and Management Committee held on 3 December 2007 numbered 07 39 - 07 50 inclusive be received and adopted.

07 86 To receive the Minutes of the Publications and Communications Meeting

RESOLVED: That the Minutes of the Publications and Communications Committee held on 5 December 2007 numbered 07 33 - 07 45 inclusive be received and adopted.

07 87 To receive the Minutes of the Staffing Committee

Members were circulated with examples of forms relating to collection of monitoring information which employers were expected to undertake when advertising a vacancy. After some discussion it was

RESOLVED: That the Clerk creates a form based on the one used by Kirklees Council, and that if at all possible, these forms be kept separately from applications received, and that all forms be destroyed once the statistical information has been collated.

In connection with Minute number 07 33, Cllr. Dixon requested, in the light of the change in the date of the next Council meeting, whether the planned Staffing Committee could now be delayed until 4 February 2008 to allow Members of the Committee sufficient time to consider applications received for the forthcoming vacancy. This was so agreed.

He also outlined his concerns about the procedure for shortlisting such applications, and the composition proposed by the Staffing Committee for the Interview Panel, and he proposed changes to the format. Under Standing Orders such a proposal to change a Committee recommendation would normally be referred back to the Committee, if it were supported by the Council. Given the need to progress with advertising and filling this vacancy, however, the Council agreed to suspend Standing Orders, to allow the Members of the Staffing Committee, all of whom were present at the meeting, to meet informally to discuss these points further in the light of these comments.

RESOLVED: That Standing Orders be suspended for this informal discussion.

The Members of the Staffing Committee discussed the proposal that Chairmen of all Committees should be invited to join the Staffing Committee in the initial shortlisting of applications received. This was felt to be a helpful addition to the process and should be supported.

Although it had also been suggested that all Chairmen of Committees participate in the actual interview process by serving on the Panel, this was not felt to be necessary, but it was further suggested that a third Councillor, perhaps the Chairman of the Planning Committee, given the proposed involvement by

Holme Valley Parish Council

this new officer with the planning processes, should be appointed to the Interview Panel. The Clerk would then participate in the informal stage and supervision of practical tasks, together with the Editor of the newsletter. It was accepted that feedback from these processes would be taken on board by the Interview Panel in making its final decision.

The Staffing Committee would wish to recommend these amended proposals to the Council for adoption.

RESOLVED: That Standing Orders be resumed.

RESOLVED: That the Minutes of the Staffing Committee held on 10 December 2007 numbered 07 30 - 07 35 inclusive be received and adopted with the incorporation of the amendments relating to the interview processes as now recommended by the Staffing Committee.

07 88 Accounts for Payment

RESOLVED: That the accounts for payment for November 2007, totalling £10,753.52 and December 2007 (part), totalling £9,868.76 be approved.

07 89 Representation

In view of the time, it was resolved that the report of attendance at the NALC - Northern Conference from Cllrs. B.A. and Mrs. B.E. Smith be deferred until the next meeting.

07 90 Local Area Committees

Holme Valley North and South Area Committee Meetings - There were no reports from Parish Council representatives to be received, as no meetings had been held since the last reports.

07 91 Freedom of Information Act 2000

RESOLVED: That, under the Council's Publication Scheme, supporting papers for any item within the public session of the meeting be made available, if requested, after approval of the minutes by the full Council.

.....
Chairman