	Northallerton Town Council
	Held 7 p.m, Upper Hall, Town Hall, Northallerton
Present: Officer:	Councillors: J Forrest (Chairman) C Palmer, J Prest, G Cullen, C Hutson, J Hutson, D Richardson, C Young, P Atkin, P Cornfoot, K Bowler Sue McDonnell, Interim Clerk
TC/272	To receive apologies for absence
Resolved	Apologies received from P Eames
TC/273	To receive declarations on interest from Councillors on agenda items
Resolved	No declarations were received.
TC/274	To grant any requests for dispensation as appropriate
Resolved	None appropriate.
TC/275	To receive the Police Report
Resolved	The police report was received.
TC/276 Resolved	Mayors Statement Cllr Forrest reminded members that Clerks, Deputy Clerks and councillors must stick to their strictly defined roles if the relationship is to flourish. Too many staff either resign or are dismissed because of a failure to establish ground rules. A successful local council for its success depends on this to ensure that it delivers appropriate policies and the clerk carries them out. He reminded elected members that it is their responsibility to declare an interest when appropriate, referring them to the council's Code of Conduct or NALC Legal Topic Note 80 if in doubt. He also reminded them to ensure their actions comply with the council's Code of Conduct and Standing Orders at all times and that mutual respect between Councillors and staff is essential on all levels and results in the consequential success of the Council. This year, from May 2019, has been a very difficult one for him both personally and as a Mayor and Chairman of the Council and the unexpected death of his wife Edna in January has had a profound effect on him. The ongoing staffing issues have been very complicated and have had a detrimental effect on his health. He reminded Councillors that what is spoken about in Private Session remains confidential and should not be discussed or shared with anybody, unless you have been authorised to do so. Mayors statement was received.
TC/277	Public Forum-To receive questions and comments from members of the public Councillor Blades related the recycling, restoration and graffiti removal work being done on the library underpass and elsewhere. He requested old plants from roundabouts etc. from the Council which could be re-used.
Resolved	To talk to amenities staff and ask them to recycle old plants. All in favour
TC/278	To consider all matters relating to Health & Safety and Health & Wellbeing of Northallerton Town Council Cllr Richardson raised the issue of coronavirus and asked that the Council support the health and wellbeing of staff. YLCA and government guidelines should be followed
Resolved	The Council will not meet for 3 months due to Coronavirus outbreak. Decisions in the meantime will be made by the Chair, Vice Chair and Clerk. All in favour.
TC/279	To receive and approve minutes of the Town Council meeting 17th February 2020
Resolved:	Minutes are received. All in favour.
TC/280	To receive and approve minutes from staffing committee meeting 9 th March 2020 Cllr Prest had a question re ST/1396 he wished to raise in private session.
Resolved:	Minutes are received. All in favour.
TC/281	To receive minutes from the Finance & General Purposes meeting 9 th March 2020 Cllr Prest had a question re FGP/1345 he wished to raise in private session
Resolved	Minutes are received. All in favour

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Chairman.....

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TC/282	To receive information regarding window replacement of Town Hall shop units No information available.			
Resolved	Item deferred. All in favour			
TC/283	To agree action on UCI plaque			
10/200	No information available.			
Resolved	Item deferred. All in favour			
TC/284	To receive information on 'happy to chat bench' – idea by Cllr C Hutson and Cllr J Hutson			
	Cllr C Hutson explained there was one in Yarm which had gone down very well and one would be an			
	asset to our Council. Discussed that the Council already had benches in various places			
Resolved	To source 3 plaques of 'happy to chat bench' locally to be sited on benches in Town Square, Grace Gardener Court and the Applegarth			
TC/285	To discuss and agree action regarding upkeep of the Town Hall			
	Cllr Cornfoot had met with representatives of the boxing club who had requested exclusive use of the			
	basement and the structural survey of it had been carried out by Align Property. The basement needs to			
	be cleared by June to enable works to be carried out in time for the club to use the basement from September. They would need a kitchen area, toilets and there would be a storeroom for our use. Works are expected to cost £20k to £30k but quotes would be needed. The club can do some of the work.			
	Councillors concerned about flooding in the basement. Works on boilers progressing slowly. Plumber			
Deerburk	called to bleed radiators and taps in toilets to be replaced with push type taps.			
Resolved	To continue with basement plan as outlined in parallel with the surveyors undertaking a full condition			
	survey of the rest of Town Hall and providing a prioritised costed schedule of works before making final decision on basement works. All in favour			
TC/286	To discuss and agree action regarding upkeep of the Town Hall – bookings during Coronovirus			
10/200	outbreak			
	Cllr Young stated bookings being cancelled and re-arranged, dates already going into next year. Need to			
	decide whether to give refunds and whether Town Hall will remain open			
Resolved	To cancel all Town Hall bookings for 3 months and offer a re-booking or refund. Town Hall to be closed			
	to the public until further notice, except toilets. Agreed - 10 for, 1 against			
TC/287	To agree action on correspondence relating to Knotto Bottom Allotments			
	No information available			
Resolved	Clerk to write to the Allotment Society and ensure Hambleton DC have been informed. All in favour			
TC/288	To discuss and agree Deputy Clerk report			
	No report available			
Resolved	Item deferred. All in favour			
TC/289	To discuss and agree Amenities Supervisor report Report was handed out. Cllrs did not have time to read it.			
Resolved	Item deferred. All in favour			
TC/290	To agree the Town Council Planning recommendations re tabled list & HDC Outcomes			
10/200	626 – Oddfellows Arms – request a site visit by HDC and that application is put before full Planning Committee			
	627 – Grindstone Crook – recommend refusal			
	All other items on list and Planning Outcomes – no observations			
Resolved	Planning List 74 and Planning Outcomes are accepted. All in favour			
TC/291	To receive Orders and Payments			
	No Orders and Payments list received			
Resolved	Item deferred. All in favour			
TC/292	To receive correspondence list including PRS letter			
	022 – Performing Rights Society license – discussed whether to defer it for 3 months but Cllr J Hudson explained reasons why it is still needed			
Resolved	Correspondence list agreed. All in favour			
TC/293	To discuss and agree idea from Deputy Clerk on raising awareness for World Mental Health Day			
	alongside Northallerton BID			
	World Mental Health Day is on 20 th October 2020. Idea is to get businesses together in support of it.			
	Cllrs keen that all staff should be involved			
	Chairman			
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	Dated			

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Town Council Meeting Minutes, 16th March, 2020

Resolved	To support idea in principle and provisionally book the Upper Hall. Costings to be brought back to next
TO/004	
TC/294	REQUESTS TO OBTAIN OR PRESENT INFORMATION – Items being notified to the Town Mayor and
	Town Clerk prior to the start of the meeting and being of an informative nature only, not able to be dealt
	with by the office and not resulting in policy decisions or financial implications for the Town Council.
TC/295	Due to confidential nature of the business to be transacted and under the Public Bodies
	(Admissions to meetings) Act 1960 and LGA 1972, ss 100A to 100K: and ACA 19998, s10 items of this meeting will be held in private session
TC/296	To discuss and agree action on incident regarding member of staff and member of public in Applegarth – statement from Amenities Supervisor
	Item raised at Staffing Committee but they can't make decisions involving members of the public so
	referred to full Council. They recommended reporting it to the police, which has been done and Cllr
	Forrest is meeting with the staff member on 19 th March.
Resolved	To confirm the Staffing Committee's recommendations and progress the production of a Vexation Policy.
	All in favour
TC/297	To discuss and agree action on Caretaker's on call hours
	Caretaker claims he is on call for 48 hours every weekend and has complained he can't go anywhere
	because of it. He is paid for 3.5 hours on Saturdays and 2.5 hours on Sundays. Cllrs concerned whether
	the Assistant Caretaker is doing his share of call hours
Resolved	Cllr Forrest to speak to the Clerk, Caretaker and Assistant Caretaker to clarify details.
TC/298	Retrospective resolution, tabled by CIIr Forrest for the change of HR from Yorkshire to We Do HR
Resolved	Carried 6 in favour, 3 against, 2 abstentions
TC/299	To discuss the remit of the HR representative agreed for the Clerk's phased return to work
	Remit of HR representative is to facilitate the Clerk's phased return to work and prepare a weekly report
	to be given to the Chair and Vice Chair of staffing. EO meeting agreed that it would be for the first 3
	weeks. HR lady very flexible
TC/300	To receive total cost of expenditure on recent staff matters
	Cllr Forrest not able to obtain this information yet
Resolved	Item deferred, all in favour
TC/301	To discuss and agree action on the hiring of Grounds Maintenance Operative apprentice
	Agreed 18 months ago, received applications but no-one suitable.
Resolved	Clerk to follow up on correspondence with reference to the work experience request and failing that
	advertise again. All in favour
TC/302	To discuss and agree actions on Staff related matters
	Avensure, the Council's new HR contractors, have recommended that there is a private and confidential
	conversation with the Clerk.
	At 20.50 Cllr P Atkin left the meeting
Resolved	Start a private conversation with the Clerk. Agreed 8 in favour, 1 against, 1 abstained
	At 21.05 Cllrs Young, J Hutson and C Hutson left the meeting
TC/303	To discuss and agree actions on Staff related matters
	Avensure the councils new HR company have recommended that there is a private and confidential
	conversation with the Deputy Clerk.
Resolved	Start a private conversation with the Deputy Clerk. 6 in favour, 1 against
TC/304	To discuss and agree action in relation to a complaint
	Cllr C Palmer requested that this item be deferred
Resolved	Item deferred, all in favour

Meeting closed at 21.15

Chairman.....

Dated
