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	for his daughter and that the club requires more sessions a week which is just not feasible within their current venue. Cllr Prest raises a concern regarding a survey done a couple of years ago and the height of the basement being a problem for activities to be held down there. Cllr Atkin explains how the office have attempted to retrieve the survey extensively from a couple of years ago and no one has a record of this. Cllr Atkin confirms a new survey has only just been completed. Cllr Palmer explains how although there isn't a survey at hand there may still be a resolution regarding the basement from that time which could be beneficial information for this.
Resolved	For the new survey to be circulated to all Councillors and Northallerton Amateur Boxing Club. All in favour To reconvene in February meeting to discuss further. All in favour
TC/213	To discuss and agree action on a clocking machine for town hall staff as requested from Cllr Young Cllr Palmer confirms she has moved this item earlier from agenda item 29 due to a last minute representative attending to discuss the clocking machine. The representative completes a demonstration of the software involved. Cllr Young confirms she enquired about this to stop people abusing the system and have more control over it.
Resolved	It is proposed to seek three quotes for a clocking machine and liaise with HDC payroll to see if they deal with this when doing salaries alongside asking HDC if they use a specific program. 7 for 1 against
TC/214	To receive minutes from EO meeting 25/11/19
Resolved	The minutes are received. 7 for 1 abstention
TC/215	To receive the minutes from Staffing Committee 25/11/19
Resolved	The minutes are received. All in favour
TC/216	To receive the minutes from EO meeting 19/12/19
Resolved	To minutes are received. All in favour
TC/217	To receive the minutes from F&GP meeting 20/01/20 Cllr Prest queries FGP1335 regarding town hall works and what is expected to take place. Cllr J Hutson explains Cllr Eames and Cllr Cornfoot will create a working group to decide exactly what needs doing and a 5 year plan will be put in place for this.
Resolved	The minutes are received. All in favour
TC/218	To receive video from Rural Services as agreed in previous meeting
Resolved	The video is received and the decision will be made at a later date. All in favour
TC/219	To discuss and agree open space application from the Homegrown Food Festival The Deputy Clerk states how a charge is stated on the form for the Applegarth Playing Field and the legal side needs to be looked into again.
Resolved	To write to Homegrown Food Festival confirming the Council are happy for the event to take place again but with no charge. All in favour
TC/220	To discuss and agree Deputy Clerk report The boiler is discussed at length following ongoing problems. The financial regulations are read out from Cllr Palmer regarding where we stand with this situation as this is an emergency.
Resolved	<ul style="list-style-type: none"> a) For financial regulation 3.4 to contain the same wording but up the amount to £5000 providing the Deputy Clerk consults the Mayor/Deputy Mayor at the time. All in favour b) For the office to organise all 3 heating specialists together on site to determine the problem. All in favour c) For Deputy Clerk to seek 3 quotes for a glazier to replace the hatch in reception to a more secure fitting. All in favour d) For the office staff to be accompanied when visiting the bank and to liaise with smart solutions to add to risk assessment as part of the Health & Safety. All in favour e) To alter the T&C's for the cancellation table to be made clearer. All in favour
TC/221	To discuss and agree Amenities report Cllr Atkin raises concerns over moving tree surveyor as have a good working relationship with the current surveyor who offers a high standard of service and has all records of town council trees.
Resolved	To agree tree surveying is a specialist service under financial regulation 12.13 and to continue with current surveyor. All in favour For a risk assessment to be completed re the Christmas Tree on balcony following concerns. All in

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	favour. The report was received. All in favour
TC/222	To agree the Town Council planning recommendations re tabled list
Resolved	No observations. The planning list is received. All in favour
TC/223	To receive Orders and Payments
Resolved	The item is deferred.
TC/224	To receive correspondence list Cllr Atkin notes there is no notification of private session considering a letter of correspondence is required to be dealt with in private session. Following the reading of standing order 10(a), Cllr Palmer determines that there does not need to be written motion to have private session and can be called if desired.
Resolved	Correspondence 007- Cllr Richardson is nominated as the town council representative. All in favour Corres 004- To agree to allow this subject to insurance and risk assessments. All in favour Corres 002- Deferred to February meeting and include all costs. All in favour Corres 001- To let the Events Working Party decide if this should be required. All in favour The list is received. All in favour
TC/225	To discuss and agree amendment to Terms of Reference for Staffing committee as requested by Cllr Forrest Cllr Palmer relays that Cllr Forrest would like both the Chair and the Deputy Chair to both be on the committee. Cllr Richardson asks on what grounds as the Terms of Reference was adopted in August 2019 and have been implemented a great deal since then. Cllr Prest states how in standing orders it states 2 ex-officios that should be on committees however Cllr Palmer explains that isn't common practice anymore however historically this has been the case within this Council. Cllr Young explains YLCA informed her that due to the Terms of Reference being formed in May they have to remain the same until May and then they can be relooked at.
Resolved	To defer until Cllr Forrest returns for more information. All in favour
TC/226	To receive and agree Budget for 20/21
Resolved	The Budget 20/21 is received and agreed.
TC/227	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/228	To clarify adopted Staffing Committee Terms of Reference as requested from Cllr Palmer Cllr Palmer explains how she wished to clarify the delegated authority as she interprets the terms of reference differently to other councillors regarding recruitment and new posts. Cllr Prest states he assumes the Staffing Committee make the recommendations for staffing issues to full council. Cllr Richardson explains he thinks this is a one off occasion and that a pragmatic view should be taken here and the fact that the amenities supervisor will be retiring in the near future an apprentice is required in preparation to this and this is a case of semantics.
Resolved	To ratify the decision to make arrangements for the hiring of an apprentice by the Staffing Committee and to place this on Februarys agenda. All in favour
TC/229	To discuss and agree action on a regular agenda item regarding the upkeep of the Town Hall as requested from Cllr Richardson Cllr Richardson stated that it is apparent that works are required internally on the town hall building and that this deserves the right focus in the form of a regular agenda item. Cllr Palmer explains she would like it to also be a regular agenda item on F&GP also so that budgetary matters are solved for this also. Cllr C Hutson explains how he has never seen the whole of the building as a new councillor and thinks all new councillors should be shown this so would like to request a tour by the caretaker. Cllr Prest explains how a lot of money was invested in the external brickwork of the building and people need to be brought in who know exactly what they're doing. Cllr J Hutson explains how this is the aim for Cllr Cornfoot and Cllr Eames and the working group in drawing up a schedule of works.
Resolved	To place a regular agenda item on F&GP and a schedule of works to be drawn up. All in favour
	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 30-32 of this meeting will be held in private session

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Resolved	All in favour
TC/230	To discuss and agree action on document received from sound and staging supplier
Resolved	To acknowledge receipt of the letter and pass over to insurance company to deal with. All in favour
TC/231	<p>To agree remuneration for office staff</p> <p>It was discussed at the F&GP meeting held Monday 20th Jan 2020 to agree remuneration for office staff in maintaining service to the public and taking on new and unfamiliar work while under resourced during the long term absence of the Clerk. It was recommended that an additional remuneration of £800 gross to each of the Office staff, and an upgrade of 2 spinal points to PW and a change of job title to Finance & Admin Assistant to take effect from 1 April 2020. A revised Job description to be created by Staffing Committee. Cllr Prest requested his vote be recorded as a named vote against the payment.</p>
Resolved	<p>a) An additional one off payment of £800 gross be paid to both members of the Office staff. 6 for 2 against. All in favour</p> <p>b) Change to job title and spinal points for PW was referred back to the Staffing committee for further details to be developed for consideration in the future. All in favour</p>
TC/232	<p>To discuss and agree action plan for the Clerk</p> <p>A lengthy debate was held regarding the Clerk position. Cllr Richardson wanted it recorded that he was very unhappy and strongly objects to resolution EO/090 being ignored and action taken outside against the agreement of full Council in passing the resolution. Councillor C. Hutson reiterated the need to draw up a proper action plan to resolve issues, no proposal or vote was passed and the meeting adjourned due to time constraints. An objection for H. Dyke being on the appeal was discussed.</p>
Resolved	<p>The Deputy Mayor would seek 3 quotes for freelance HR support to be on the premises, assist and mediate when the Clerk returns. All in favour</p> <p>No proposal or vote was passed and the meeting adjourned due to time constraints.</p>

Meeting closed