

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL OFFICE SERVICES COMMITTEE HELD ON MONDAY 2 FEBRUARY 2009 AT KNARESBOROUGH HOUSE, KNARESBOROUGH.**

**PRESENT** Councillor A Willoughby (in the Chair)

**Councillors:** J Burdett, M Clemmitt, B Archibald

**Also present:** Councillor John Batt

**Late Arrivals:** none

**Early departures:** none

**OS 09/01** **ITEM 1 – APOLOGIES**

K Hawkins, J Hawkins, The Clerk and Office Assistant

**OS 09/02** **ITEM 2 - DECLARATIONS OF INTEREST**

Councillor J Burdett                      Member of HBC – will consider any same item at HBC in the light of any new information.

**OS 09/03** **ITEM 3 - MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the Minutes of the Office Services Committee meeting held 15 December 2008 be approved as a correct record.

*(Unanimous)*

**OS 09/04** **ITEM 4 – PUBLIC SPEAKING SESSION**

None

**OS 09/05** **ITEM 5 – BUSINESS REMAINING**

a) Staff Appraisals

**RESOLVED:** to defer this item to the next Committee meeting.

b) Schedule of items to be delegated to the Clerk

**RESOLVED:** to defer this item to the next Committee meeting.

c) Assets Register and Risk Assessment

**RESOLVED:** to defer this item to the next Committee meeting.

**OS 09/06** **ITEM 6 – STANDING ORDERS AND PROCEDURAL MATTERS**

a) Report from Councillor A Willoughby concerning Knaresborough bye-laws

**RECOMMENDED:** That KTC be made aware of the existence of the byelaw documents but take no further action at this time.

*(Unanimous)*

## b) Standing Orders Review

*Members felt it would be worthwhile to review Standing Orders 4 and 5.*

**RESOLVED:** Councillors A Willoughby and K Hawkins to go through Standing Orders 4 and 5, and bring any amendments to the next committee meeting.

**OS 09/07**      **ITEM 7 – CORRESPONDENCE**

Communities in Control: Code of recommended practice on local authority publicity – letter dated 17 December 2008 from Paul Rowsell, Department for Communities and Local Government

**RECOMMENDED:** That Knaresborough Town Council do NOT make a council response, but as soon as possible all Councillors to be encouraged to make individual responses. (Clerk to provide any necessary information)

**(Unanimous)**

**OS 09/08**      **ITEM 8 – REPORTS FROM THE CLERK**

## a) Finance Report – budget update

*An updated copy of KTC finances was distributed at the meeting.*

**RESOLVED:** That Knaresborough Town Council receive and note the finance pages.

**(Unanimous)**

## b) KTC Newsletter

*Members would like the newsletters to be produced on time. While Councillor C Willoughby has done this in the past, it is hoped that the Clerks will now have sufficient time to produce newsletters.*

*It was suggested that Suzanne could possibly be given this as her responsibility, with help from others. First the Committee needs to decide when the next one should be published.*

## c) Update on Quality Parish Status Progress

**RECOMMENDED:** It was agreed that the Committee should seek the following information:

- i. When the Clerk anticipates that she will complete her training?
- ii. What else needs to be done in order to achieve Quality Parish Status?

*It was suggested that KTC consider whether a second member of Staff should do this training.*

## d) Staff Lieu Hours

**RESOLVED:** to defer this item to the next meeting.

**OS 09/09**      **ITEM 9 – MOTIONS SUBMITTED BY MEMBERS** (within the remit of the Committee)

## a) Councillor K Hawkins's proposal that KTC purchase a computer monitor to be wall-mounted in the Council Chamber

*It was felt that while this equipment would be of some use, it could be expensive and involve some work, some risk of damage and some risk of theft. It was felt that a suitable screen would have a width of around 60 inches (not a 60 inch screen size).*

**RECOMMENDED:** i) That KTC should enquire with suppliers as to price, installation costs, and suitability for this purpose.  
ii) KTC ask for a demonstration in the Chamber.

**ITEM NOT ON AGENDA**

*The Committee considered information from the Clerk re: a colour copying machine that had become available for lease. It was felt that this was a good idea but other machines would also come forward in the coming months.*

**RECOMMENDED:** that the Clerks should enquire whether the £235 quoted was negotiable. If the price can be negotiated and if this is within the existing office budget, then it was felt that the Clerks should go ahead with this.

Meeting ended at 9pm