

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL OFFICE SERVICES COMMITTEE HELD ON MONDAY 3 NOVEMBER 2008 AT KNARESBOROUGH HOUSE, KNARESBOROUGH.

PRESENT Chair: Councillor K Hawkins

Councillors: J Burdett, M Clemmitt, J Hawkins, A Willoughby, B Archibald

Late Arrivals: none

Early departures: none

OS 08/08 **ITEM 1 – APOLOGIES**

Apologies were received from Councillor S St John-Jones.

OS 08/09 **ITEM 2 - DECLARATIONS OF INTEREST**

Councillor K Hawkins Member of HBC – will consider any same item at HBC in the light of any new information, (item 9a –Relates to Harrogate).

Councillor J Burdett Member of HBC – will consider any same item at HBC in the light of any new information, (item 9a – Relates to Harrogate).

OS 08/10 **ITEM 3 - MINUTES OF PREVIOUS MEETING**

RESOLVED: That the Minutes of the Office Services Committee meeting held 16 September 2008 be approved as a correct record.

OS 08/11 **ITEM 4 – KTC PUBLIC SPEAKING SESSION**

None

OS 08/12 **ITEM 5 – CORRESPONDENCE**

a) Staff Appraisals

b) Schedule of items to be delegated to the Clerk

(note: the Chair requested deferral of these 2 items)

RESOLVED: To defer both of these items.

OS 08/13 **ITEM 6 - REPORTS FROM THE CLERK**

a) Replacement of Admin Assistant – Councillor St John-Jones to report.

In Councillor S St John Jones absence, the Clerk brought members up to speed on this item. The job advert will appear in the press on Friday and application packs have been made up ready to send out.

RESOLVED: Interview date 11 December 2008. Panel of three to attend interviews these will include the Clerk to the Council, Councillor S St John-Jones (other Councillors available to join panel are K Hawkins, J Burdett and A Willoughby).

ITEM 7 – STANDING ORDERS AND PROCEDURAL MATTERS

The chair requested that this item be moved to end of meeting.

RESOLVED: To take this item at the end of the meeting.

OS 08/14 ITEM 8 - ASSETS REGISTER AND RISK ASSESSMENT

Progress report to be given by Chair.

Councillor K Hawkins is working on software for recording of Assets and this should be available in early 2009 risk assessments will be graded from this.

RESOLVED: To receive and note.

OS 08/15 ITEM 9 - CORRESPONDENCE

- a) The Making and Enforcement of Byelaws: A Consultation – letter dated 27 August 2008 from Department of Communities and Local Government. (*Council requested that the Office Services Committee look at this correspondence in more detail (Council Minute 552a refers)*)

RESOLVED: 1) That the Clerk answer the Consultation Pack questions 1 – 8 answer - Yes
And Question 9 – KTC have no view.

2) That the Clerk writes to HBC asking what byelaws Knaresborough already have in place.

3) That the Clerk seeks guidance from YLCA on the Consultation above as it is not clear, ask for advice on the making and revoking of byelaws.

OS 08/16 ITEM 10 - REPORTS FROM THE CLERK

- a) Finance Report – budget update

The Clerk reported that the salary increase for 2008 has not been finalized; therefore figures will change.

RESOLVED: Move to accept full report. (**Unanimous**)

- b) Update on Quality Parish Status progress – Clerk to report

The Clerk handed out copies of sections of the White Rose that included a section on Quality Parish Status and information from the YLCA website.

RECOMMENDED: 1) That the Clerk produce a Newsletter as soon as possible.
2) That a newsletter is produced every three to four months.
3) That 'newsletter' is an item on the agenda under Clerk's Report.
4) That the Clerk obtain guidance notes on new tests 'Promoting Local Democracy and Citizenship Test'. (**Unanimous**)

- c) Staff lieu hours – Clerk to report

The Clerk reported that the staff lieu hours were as follows:-

The Admin Assistant 11.15 hours, the Deputy Clerk 4.15 hours and the Clerk hours 33.15 hours.

RESOLVED: To receive and note.

OS 08/17 ITEM 11 - MOTIONS SUBMITTED BY MEMBERS (within the remit of the Committee)

- a) **Council Budget 2009/10** – Proposer: Cllr Kevin Hawkins

RECOMMENDED: That the following procedure is followed in preparing the Council's budget for the year 2009/10 with a similar procedure being used for future years.

- i) At its meeting on 24th November 2008 the Community Services Committee will consider the budget in respect of the following expenditure items:- i.e. Christmas Lights, King George V Playing Field, Grants and Projects. (this will cover regular grants, current town projects and ad hoc grants, and any new projects that Councillors put forward). CSC will express its views on expenditure in the form of a recommendation that its proposals should be considered by the Office Services Committee.
- ii) At its meeting on 15th December 2008 the Office Services Committee will prepare a draft income and expenditure budget, taking into account the views expressed by the Community Services Committee.
- iii) The final budget will be determined at the Council meeting on January 5th 2009. The Council is required to set a budget by January 14th 2009. In the event of Council being unable to set a budget on January 5th, an extraordinary meeting of the Council would have to take place on January 12th 2009 (prior to the start of the Community Services Committee meeting).

OS 08/18 ITEM 7 - STANDING ORDERS AND PROCEDURAL MATTERS

Consideration and possible amendments to Sections 1 to 3 of Standing Orders.

Comments were noted during discussion, the Chair will make the final wording available at next meeting.

RESOLVED: To receive and note.

Meeting ended at 9.40