

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL OFFICE SERVICES COMMITTEE HELD ON MONDAY 8 JUNE 2009 AT KNARESBOROUGH HOUSE, KNARESBOROUGH.

PRESENT **Councillors:** J Burdett, M Clemmitt, J Hawkins, K Hawkins, A Willoughby,

Also present: Councillors J Batt, P Godsell, and L Powell

Late Arrivals: none

Early departures: none

Town Clerk (Acting as Chair for first 2 items)

OS 09/32 ITEM 1 – APOLOGIES

Councillor B Archibald

OS 09/33 ITEM 2 - TO APPOINT CHAIR AND VICE CHAIR OF COMMITTEE

RESOLVED: that Councillor K Hawkins be Chair of the Office Services Committee *(Unanimous)*

Councillor K Hawkins in the Chair henceforth

RESOLVED: that Councillor A Willoughby be Deputy Chair of the Office Services Committee
(Unanimous)

OS 09/34 ITEM 3 - DECLARATIONS OF INTEREST

Councillor A Willoughby Item 7f – Vice Chair of Renaissance Knaresborough

OS 09/35 ITEM 4 - MINUTES OF PREVIOUS MEETING

RESOLVED: That the Minutes of the Office Services Committee meeting held 27 April 2009 be approved as a correct record.

OS 09/36 ITEM 5 – PUBLIC SPEAKING SESSION - None

OS 09/37 ITEM 6 – PROCEDURES

Review of proceedings for Mayor Making, proceedings from 15 May 2009

RECOMMENDED:

- i) When KTC parade into the Hall, the Town Crier to announce “The Worshipful the Mayor”
- ii) That a vote of thanks be given to the retiring Mayor, this doesn’t need a proposal or seconder.
- iii) That notes to go out to past mayors to please wear their past mayors’ badges
- iv) The Deputy Mayor should read the declaration as well as the Mayor.
- v) That the Clerk should then announce “I therefore declare you Mayor of Knaresborough.”

AFTERNOTE: *since the meeting we have been advised that the term ‘worshipful’ is not used for Town Mayors.*

OS 09/38 ITEM 7 – BUSINESS REMAINING FROM PREVIOUS MEETINGS

a) Staff Appraisals

The Clerk's appraisal has been done.

RECOMMENDED: A list of objectives to be put on pink paper for the next Committee meeting.

b) Consideration of:-

- i) whether councillors who attend a committee meeting of which they are not a member should have the right to speak;
- ii) whether or not councillors who are not members of a committee should be allowed to remain in a meeting when the committee goes into confidential session.
- iii) Chair and Clerk to report on possible re-wording of Standing Order 6.6

RECOMMENDED:

Adopt the following wording for Standing Order 6.6.

- (a) Notwithstanding SO6.6 (a) a member of the Council who has proposed a motion at Council which has been referred to any committee or working group of which he/she is not a member, may attend, and shall have a right to explain their motion to the committee or working group.
- (b) A member of the Council who attends any meeting of the committee or working group of which he/she is not a member has the right to remain in the meeting during a confidential session (provided that they do not have prejudicial interest) but is required to observe confidentiality to the same extent as any member of the committee or working group.
- (c) Notwithstanding SO 6.6C, a member of the Appeals Committee, who attends a meeting of the Office Services Committee, shall not be permitted to remain in the meeting during a confidential session, under the disciplinary or grievance procedure.
- 6.6(d) A member of a Council who attends any meeting of a committee or working group of which he/she is not a member has no right to speak at the meeting except:
 - i) As a member of the public under the agenda item 'Public Speaking Session'
 - ii) In order to declare personal or prejudicial interests.
 - iii) At the invitation of the Chairman.
 - iv) Following a resolution passed by committee or working group permitting the member to address the meeting.

(Unanimous)

c) Consideration of revised format for Committee and Working Groups terms of reference

RECOMMENDED: Adopt the new wording for Terms of Reference for office Services Committee and Appeals Committee *(ca)*

It was pointed out that it would be good practice to include the date and issue number on the bottom.

(Unanimous)

d) Assets Register and Risk Assessment.

The Chair stated that there was nothing further to report.

e) To consider amendments to Standing Orders 4 and 5

RECOMMENDED:

- i) The amendments to Standing Order 4 are approved *(ca)*
- ii) The amendments to Standing Order 5 are approved *(ca)*

(Unanimous)

f) To appoint a KTC representative for Renaissance Knaresborough

RECOMMENDED: that Councillor B Holbrook be appointed as KTC Representative for Renaissance Knaresborough

(Unanimous)

g) To consider issues relating to the Farmers Market in Knaresborough.

The Chair pointed out that this does not fall within the remit of this committee.

OS 09/39 ITEM 8 – CORRESPONDENCE

a) Employment Matters – Legal Topic Note (LTN 22 April 2009) email from YLCA dated 12 May 2009, giving changes in the Employment Law relating to the Employment Act 2008

The Chair has organised for an HR expert to look over KTC procedures so this item was deferred until the next meeting.

b) To consider where to place the painting of **Blind Jack of Knaresborough, received by the Town Council at the Mayor Making ceremony 15 May 2009 - Letter received from Dr A Kellett dated 19 May 2009.**

RESOLVED: Clerk to investigate the following:

- i) whether the cabinet can be made more secure
- ii) whether we should get a new secure cabinet
- iii) insurance issues
- iv) whether listed building consent is required
- v) the value of the painting

KTC will defer putting the painting on the wall until the investigations are done. Clerk to write to Arnold Kellett, pointing out KTC's concerns and explaining that the painting will be displayed as soon as possible after the investigations have been completed.

OS 09/40 ITEM 9 – REPORTS FROM THE CLERK

a) Consideration of KTC Annual Return 2008/200

- i) Consideration of Annual Governance Statement, section 2
- ii) Report of Internal Auditor, Yorkshire Internal Audit Company letter dated 8 May 2009

RECOMMENDED: That the Annual Return (including Statement of Assurance, "yes" answers to all Boxes in Section 2) and report of Internal Auditor be approved.

(Unanimous)

b) Finance Report and budget update

RESOLVED: to receive and note the report.

RECOMMENDED: that the Clerk provides suitable budget information when KTC are considering grant applications.

(Unanimous)

c) KTC Newsletter

The meeting discussed the Newsletter and agreed KTC wants a wider distribution, including Knaresborough Lions, KTC notice boards and LINKS youth club.

d) Update on Quality Parish Status progress

This item was deferred. Councillor K Hawkins and the Clerk will go through the application form, and report back to the next meeting.

e) Staff lieu hours

The Clerk reported the lieu hours as follows:- The Clerk hours – 4.25 The Deputy Clerk hours – 10.25 The Office Assistant hours – 5.75.

RESOLVED: Receive and note

The Clerk should try to get all hours down as soon as is possible.

f) Compassionate leave – consideration of whether KTC are willing to grant the Clerk compassionate leave following the illness and death of her nephew.

The Clerk was asked to leave the Chamber whilst discussion on the matter above took place.

RECOMMENDED: that the Clerk get 2 days (=11 hours) paid leave with the option of 2 days (=11 hours) unpaid leave.

g) Whistle Blowing Policy – consideration of adopting a Whistle Blowing Policy.

The Clerk handed out copies of the Whistle Blowing section from the Parish Tool Kit from the Standards Board that she had just received from the Working With Your Council forum.

RECOMMENDED: That this item be deferred until next meeting so Councillors have time to consider this.

OS 09/41 **ITEM 10 – MOTIONS SUBMITTED BY MEMBERS** - None

Meeting ended at 9pm