

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL  
OFFICE SERVICES COMMITTEE HELD ON MONDAY 15<sup>TH</sup> FEBRUARY AT  
KNARESBOROUGH HOUSE, KNARESBOROUGH.**

**PRESENT**

**Councillors:** J Burdett, M Clemmitt, J Hawkins, A Willoughby (Chair)

**ALSO PRESENT**

**Councillors:** P Godsell, L Powell

**STAFF PRESENT**

Sarah Greaves (Assistant), Nicola Smith (Clerk)

**Late Arrivals:** none

**Early departures:** none

**OS 10/05      ITEM 1 – APOLOGIES**

Apologies were received from Councillors B Archibald and K Hawkins. Councillor J Batt requested that his apologies be noted despite not being a member of the Office Services Committee

**OS 10/06      ITEM 2 - DECLARATIONS OF INTEREST**

Councillor J Burdett

Member of HBC– will consider any same item at Harrogate Borough Council in the light of any new information

**OS 10/07      ITEM 3 - MINUTES OF PREVIOUS MEETING**

**RESOLVED:** i) That the Minutes of the Office Services Committee meeting held 23rd November 2009 be approved as a correct record.

ii) That the Minutes of the Extra Ordinary Office Services Committee Meeting held 21<sup>st</sup> January 2010 be approved as a correct record.

**OS 10/08      ITEM 4 – PUBLIC SPEAKING SESSION**

None

**OS 10/09      ITEM 5 – BUSINESS REMAINING FROM PREVIOUS MEETING**

a) **Office Overview Report & Recommendations** - To consider report tabled by Councillor J Batt at Extraordinary Meeting of Office Services Committee held 21.1.10 and Full Council 1.2.10.

**RESOLVED:** That in view of the confidential nature of the business to be transacted, the following item pertaining to Staff Matters be dealt with in Private Session, and subject of the provisions of section 1(2) of the Public Bodies Admission to meetings Act 1960 (as amended) the meeting be not open to members of the public.

**(Unanimous)**

**(See unpublished minutes)**

**Return to open session.**

**OS 10/10     ITEM 6 – ITEMS TO BE CONSIDERED UNDER THE URGENT DECISIONS PROCEDURE**

a) Proposed Diversion of Public Right of Way (in accordance with S.119 of the Highways Act 1980) – to note that a report is to be made to full Planning Committee on **16 February 2010** by the Head of Highways and Transport recommending diversion of part of Footpath No. 26, Knaresborough, at Hay-a-Park (details available at the meeting, or from the Clerk's office)

*Councillor A Willoughby declared a personal interest as a member of Harrogate Group Ramblers Association*

Councillor A Willoughby reported that he had met with HBC re the proposed diversion of the public right of way & decided that this is the best compromise. This Proposal comes before the Planning Committee Meeting tomorrow (16<sup>th</sup> February 2010) and that he intended on going to speak on the ramblers behalf at the meeting and shall advise that KTC had discussed this at this evenings meeting and that they will be recommending to HBC that it goes ahead.

***RESOLVED: That Knaresborough Town Council have no Objections***

**OS 10/11     ITEM 7 – STAFFING AND EMPLOYMENT ISSUES**

a) **To confirm appointment of Office Assistant following completion of probationary period**

***RESOLVED:*** That in view of the confidential nature of the business to be transacted, the following item pertaining to Staff Matters and the Town Crier be dealt with in Private Session, and subject of the provisions of section 1(2) of the Public Bodies Admission to meetings Act 1960 (as amended) the meeting be not open to members of the public.

***(Unanimous)***

***(See unpublished minutes)***

**b) To review the appointment of the Town Crier**

***(See unpublished minutes)***

**Return to open session.**

**c) To consider advertising for a Deputy Town Crier**

***RECOMMENDED:*** That the Clerk advertises for a Deputy Town Crier without delay.

**OS 10/12 ITEM 8 – STANDING ORDERS < POLICY AND PROCEDURAL ISSUES**

a) Protocol at meetings of the Council

The Clerk advised that note takers had been experiencing difficulties taking minutes in meetings due to councillors talking over each other and sometimes having separate conversations whilst others are speaking. The Clerk put forward a suggestion that councillors should stand to speak as this may help improve the situation.

Councillors suggested that perhaps the issue of protocol at meetings could somehow be included with an Office Courtesy Document. The Clerk agreed to draft points into a Office Courtesy Document and bring it back to Office Services Committee.

b) To consider changes to Standing Order 5.18(a) - report from Chair

**RECOMMENDED:** That the Clerk changes the wording of Standing Order 5.18a to read as follows:

- i) The Town Council may make grants or loans to community organisations within the town or to Knaresborough councillors including town, borough and county councillors, in support of community projects, but not otherwise to individuals.
- ii) That the Clerk is authorised to produce a simplified grant application form for use by councillors only in support of community projects when no representing an organisation. This form to omit the requirements to provide accounts or organisation constitution which is on the form for use by organisations.

*Unanimous*

c) Standing Orders – any reference to Working Groups to include the correct wording for the management of Working Groups.

**RECOMMENDED:** The Clerk seeks advice upon the correct wording for the management of Working Groups and that this matter is looked at again at the next OSC meeting

d) Terms of Reference for Working Groups to include the correct wording for the management of Working Groups.

**RECOMMENDED:** that the TOR for Working Groups are changed to record no delegated powers except :

- i) to appoint a chair
- ii) to seek information
- iii) co-opt members on to the group.

**OS 10/13      ITEM 9 – ASSETS REGISTER AND RISK ASSESSMENT**

The Clerk reported that she had completed the Office Risk Assessment. Following discussion upon the KTS Assets Register and KTC Risk Assessment, it was:

**RECOMMENDED:** i) that risk assessment to go on a future council agenda  
ii) that the assets register is left until after election when the Chair of Office Services Committee has the time to complete this.

**OS 10/14      ITEM 10 - CORRESPONDANCE**

None

**OS 10/15      ITEM 11 – REPORTS FROM THE CLERK**

a) Finance Report - April to December 2009

Queries were raised over the columns and formatting of the data. The Clerk agreed to check the amounts and re-issue the report to members of the committee.

b) Staff lieu hours

The Clerk reported that the staff lieu hours have increased due to office workload and are as follows:

Clerk – 12.5 hours  
Deputy – 8 hours  
Assistant – 0 hours

c) KTC Newsletter

The Clerk reported that the office had not had time to start work on the next Newsletter Ideas were discussed with regards Newsletter content, frequency etc and the Clerk reported that she had been investigating how other Town Councils produce their newsletters (format, sponsorship and frequency). Members questioned the necessity for a newsletter as it was originally done to qualify for QPS and following debate, it was

**RECOMMENDED:** That KTC publish a newsletter 2 times a year (June and November)

*Unanimous*

**OS 10/16      ITEM 12 – MOTIONS SUBMITTED BY MEMBERS**

None received.

**Meeting Closed 9.53pm**