

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL OFFICE SERVICES COMMITTEE HELD ON MONDAY 15 DECEMBER 2008 AT KNARESBOROUGH HOUSE, KNARESBOROUGH.

PRESENT Councillor A Willoughby (in the Chair)

Councillors: J Burdett, M Clemmitt, B Archibald

Late Arrivals: K Hawkins, J Hawkins (notified in advance)

Early departures: none

OS 08/19 **ITEM 1 – APOLOGIES**

No apologies.

OS 08/20 **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.
Item 10 Budget 2009/10- Involved with Town Twinning

Councillor A Willoughby Item 10 Budget 2009/10- Involved with Knaresborough in Bloom, Friends of Bebra Gardens and Nidd Gorge Conservation Group

Councillor M Clemmitt Item 10 Budget 2009/10- Involved with Friends of Bebra Gardens and Town Twinning

OS 08/21 **ITEM 3 - MINUTES OF PREVIOUS MEETING**

RESOLVED: That the Minutes of the Office Services Committee meeting held 3 November 2008 be approved as a correct record.

OS 08/22 **ITEM 4 – DEPUTY CHAIR**

RESOLVED: Councillor A. Willoughby elected as Deputy Chair of the Office Services Committee.

OS 08/23 **ITEM 5 – PUBLIC SPEAKING SESSION**

None

OS 08/24 **ITEM 6 – BUSINESS REMAINING**

The following items deferred until Councillor K Hawkins present:

- a) Staff Appraisals
- b) Schedule of items to be delegated to the Clerk

OS 08/25 **ITEM 7 – STAFFING AND EMPLOYMENT ISSUES**

Councillor A. Willoughby reported that Suzanne Smith had accepted the job of Office Assistant and is due to start tomorrow 16 December 2008.

OS 08/26 ITEM 8 – STANDING ORDERS AND PROCEDURAL MATTERS

(To note error in the Tenth Change on Page 3, repeated words “must be submitted” to be removed, as well as the words “and seconder”).

RECOMMENDED: Amendments to sections 1 and 3 of the Standing orders be approved.

OS 08/27 ITEM 9 – ASSETS REGISTER AND RISK ASSESSMENT

The following item deferred until Councillor K Hawkins present:

Progress report to be given by Chair

OS 08/28 ITEM 10 – BUDGET 2009/10

A query was raised over the loan agreement with Knaresborough Celtic - the Clerk reported that she had been in touch and Knaresborough Celtic would like to hold the offer a little longer.

RECOMMENDED: The Clerk to diary a reminder for 6 months and 12 months from now to query with Knaresborough Celtic whether the loan is still needed and report to the OS Committee.

OS 08/29 ITEM 11 – CORRESPONDENCE

a) Knaresborough Bye-Laws, Email from Helen Wilson, Legal Assistant, HBC, 26 November 2008. *The Clerk read the email from Helen Wilson, Legal Assistant. HBC have details of Bye Laws relating to the area, but no man hours to sort these. A member of KTC can visit the offices to sort through the documents.*

RESOLVED: i) Councillor A Willoughby to go to HBC to sort through the documents (Clerk to email details)

b) Freedom of Information Act. New Mandatory Publication Scheme - Email from Sheena Spence, 27 October 2008, and letter from Information Commissioner’s Office 26 November 2008.

RESOLVED: That Knaresborough Town Council adopt the scheme.

c) Code of Conduct. Letter from Paul Rowsell, Department for Communities and Local Government, 9 October 2008, and Revised Code of Conduct for Councillors and proposals for an Employees Code - email from Sheena Spence, 27 October 2008.

RESOLVED: To receive and note

OS 08/30 ITEM 12 - REPORTS FROM THE CLERK

a) Finance Report – budget update

RESOLVED: To receive and note

b) KTC Newsletter.

The Clerk explained that the Autumn/Winter newsletter had been printed and delivered.

- c) Update on Quality Parish Status progress.

The Clerk explained that the information Councillors had wanted on the Quality Parish Status was available on the website. The Clerk has to be qualified in order for a Council to gain Quality Parish Status.

RECOMMENDED: The Clerk emails the link for Councillors to download the information.

Councillor K. Hawkins arrives.

- d) Staff lieu hours.

The Clerk reported the lieu hours as follows: - Clerk – 37, Deputy Clerk – 15, Admin Assistant – 15.

- e) IT provision in the office.

RECOMMENDED: That the Clerk is authorised to spend up to £469.00 inclusive to purchase a new desk top computer.

Unanimous

- f) Photocopier – consideration of a colour copier.

RECOMMENDED: i) To monitor the amount of times a colour copier would be needed over 6 months and bring back to the Office Services Committee.

ii) To contact Printzone to see if KTC could have an account and be able to email items to be printed in colour.

OS 08/31 **ITEM 13 - MOTIONS SUBMITTED BY MEMBERS** (within the remit of the Committee)

None submitted

OS 08/32 **ITEM 6 – BUSINESS REMAINING -** from Previous Meeting(s)

- a) Staff Appraisals

To note - Councillor K. Hawkins and the Clerk to discuss and put into place in the New Year.

- b) Schedule of items to be delegated to the Clerk

To defer until a later date.

OS 08/33 **ITEM 9 – ASSETS REGISTER AND RISK ASSESSMENT**

Progress report to be given by Chair

Councillor K. Hawkins reported that the Assets register is underway with a target to complete it by the end of the civic year. The software works and will be explained to the Clerk in the New Year. A Risk Assessment will follow once the above is in place.

OS 08/34 **ITEM 10 – BUDGET 2009/10**

Councillor K. Hawkins explained that the list of grants that Knaresborough Town Council has previously identified as having a commitment to/ understanding that we do support these groups.

Councillor J. Hawkins arrives

RECOMMENDED: Move that the draft budget be approved.

Unanimous

Meeting ended at 9.20pm