

**MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL OFFICE SERVICES  
COMMITTEE HELD ON MONDAY 27 APRIL 2009 AT KNARESBOROUGH HOUSE,  
KNARESBOROUGH.**

**PRESENT** Councillor K Hawkins (Chair)

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

**Also present:** Councillor P Godsell

**Late Arrivals:** none

**Early departures:** none

**OS 09/21** **ITEM 1 – APOLOGIES**

Councillor B Archibald

**OS 09/22** **ITEM 2 - DECLARATIONS OF INTEREST**

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

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

Councillor J Hawkins      Item 5 – 2705.FUL – Knows neighbour of applicant

**OS 09/23** **ITEM 3 - MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the Minutes of the Office Services Committee meeting held 16 March 2009 be approved as a correct record.

**OS 09/24** **ITEM 4 – PUBLIC SPEAKING SESSION**

None

**OS 09/25** **ITEM 5 – MATTERS REFERRED TO THE COMMITTEE UNDER THE URGENT DECISIONS PROCEDURE**

<b><u>Ref</u></b>	<b><u>Applicant</u></b>	<b><u>Details of Application</u></b>	<b><u>Observations</u></b>	<b><u>Return by date</u></b>
NY/2008/0466/ FUL	NYCC	Erection of upper ground floor extension and installation of 2 doors at ground level at King James' School, King James Rd	No Objections	28 April 2009
6.100.2705.FUL 09/01481/FUL	Mr Justin Light	Erection of 2.7m high boundary wall - 43 Boroughbridge Road.	<b>KTC object</b> to this application on the ground that the applicant has given no explanation as to why he wants an unusually high wall. It will cause a loss of amenity to neighbours as the wall would overshadow their gardens	8 May 2009

OS 09/26

**ITEM 6 – STAFFING, EMPLOYMENT AND TRAINING ISSUES**

- a) **Staff Appraisals** – the Chair reported that this has had to be rescheduled due to domestic problems.
- b) **Training requirements**
- i. Councillors M Clemmitt & L Powell are interested in attending the training event “In The Chair” to be held in Poppleton on 23 November 2009. Clerk to organise.
  - ii. Clerk to give new Councillors information on New Councillor training.
  - iii. Clerk to contact Tim Richards, HBC to see if a member of staff is willing to give Planning Training for KTC or for KTC to be involved in the training given to District Councillors yearly.
  - iv. The Clerk explained that staff training issues would come out of the Staff Appraisals and that these could be considered at a later date.
  - v. The Chair explained he was considering holding a workshop to discuss committees. It would be in-house training.

a) **Staff Lieu Hours**

The Clerk reported the lieu hours as follows: Clerk – 11.25 hours, Deputy Clerk - 9.5 hours, Office Assistant – 6.25 hours. The clerk explained that all the hours are up due to this being an extremely busy time of year.

OS 09/27

**ITEM 7 – STANDING ORDERS AND PROCEDURAL MATTERS**a) **Review of Standing Orders 4 and 5**

Councillors made several suggestions to change the above and these will be issued to Committee Members and considered at the next meeting.

## b) The following were considered:

- (i) whether Councillors who attend a committee meeting of which they are not a member should have the right to speak;

This item was discussed but the Chair deferred a decision on this item until the next Office Services meeting

- (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.

The Committee has received contradictory advice from the YLCA and HBC but the Committee were of the view that KTC should generally allow non members to stay in the room for a confidential item and that the Committee would look at the final wording and changing the Standing Order at the next meeting.

c) **Revised Format for Committee and Working Groups terms of reference**

The Chair deferred this item until the next Office Services meeting

**RECOMMENDED:** that the Emergency Committee's maximum number of members be extended from 6 to 8 to accommodate all the people who would like to join it.

**OS 09/28**

**ITEM 8 – FINANCE, ASSETS REGISTER AND RISK ASSESSMENT**

**a) Payment options for the electricity bill from HBC for Knaresborough's Christmas Lights and budget implications**

The Chair noted that the Christmas Lights budget would be overspent this year. The Community Services Committee will have to made aware that money will need to be put aside every year for the electricity bill.

**RECOMMENDED:** that the Clerk pays the electricity bill from HBC in one amount  
(*unanimous*)

**b) Finance Report and budget update**

The Committee requested that figures showing what has been spent are made available for members of the public in a simple easy to follow table. Also that all grants paid in the year are listed in a simple table for members of the public.

**c) Assets Register and Risk Assessment**

The Chair reported that this was underway and that he hoped to have it completed soon.

**OS 09/29**

**ITEM 9 – CORRESPONDENCE**

**Employment Briefing** – email from YLCA dated 27 March 2009, giving changes in the Employment Law relating to the Employment Act 2008

The Chair requested that all Committee members are given a copy of the grievance and disciplinary procedures.

**RESOLVED** that the Clerk explores further ways in which KTC can get definitive advice as to whether our existing grievance and disciplinary procedures are in compliance with the new law

**OS 09/30**

**ITEM 10 – REPORTS FROM THE CLERK**

**a) KTC Newsletter**

It was agreed that the newsletter would be produced roughly on time as follows:  
Jan/Feb, May (after Mayor Making), Late Autumn (Sep/Oct) and Nov

The office will e-mail out asking all Councillors whether they have items for the newsletter.

**b) Update on Quality Parish Status progress**

It was agreed that the Clerk checks what KTC need to do to qualify for Quality Parish Status

**OS 09/31**

**ITEM 11 – MOTIONS SUBMITTED BY MEMBERS**

None

Meeting ended at 9.18pm