



**Minutes of a Council meeting of Tollerton Parish Council held in the Parish Rooms,
Burnside Grove, Tollerton on WEDNESDAY 18 October 2017 at 7.30pm**

Councillors:

Andrea Beyer, Christine Firth, Matthew Garrard (Chairman),
Tracy Longworth, Andrew Penn, Julian Smith, Parma Somal

Also present: none

1. **Apologies for Absence:** none
2. **Declarations of Interest:** none
3. **Chairman's announcements:** The Chairman noted that the parish clerk left the Council on 16 October 2017.
4. **Minutes of the Council meeting held on 04 October 2017:** to be presented to the November meeting
5. **Open session for members of the public to raise matters of Council business:** Councillors noted the damage caused to grass verges by the spraying of weed killer which was to be raised with Borough Councillor Debbie Mason. Councillors heard that recent roadworks on Melton Road had severely disrupted traffic and public transport through the village. The Council would raise the highway authority's lack of communication of the rationale for the new filter lane or notification of the work with County Councillor Richard Butler.

The Council agreed that the press and public be excluded from the meeting during consideration of item 6 and 7 on the grounds that they involve the likely disclosure of exempt information as defined in section 1 (2) of the Public Bodies (Admission to meetings) Act 1960

6. Staffing and employment matters

The Chairman provided a further update and the Council agreed the proposed actions which were in accordance with the decision of the Council on 4 October.

7. Organisational structure

The new structure, roles, job descriptions, person specification and contracts were discussed and agreed subject to consultation with any existing post-holders. The Council agreed to advertise any vacancies in the new structure locally on notice boards, the council website/social media accounts, NALC and on recruitment websites, incurring expenditure as deemed necessary. The vice chair would check and address employment status of contractors as necessary. Additional support was to be sought for the neighbourhood plan (Cllrs Garrard and Longworth to progress).

8. Review of policies, standing orders and financial regulations

The Council reviewed the disciplinary and grievance policy, standing orders and financial orders and the proposed changes were agreed. The new employment policies were agreed and adopted.

9. Delegation of functions

The Council agreed a delegation of functions amongst councillors whilst the Council had a vacancy for executive officer/parish clerk. The official address of the Council is the parish rooms, 40/42 Burnside Grove, Tollerton but that correspondence be directed to the post office during this period (Councillor Somal be authorised to make any necessary arrangements). The Council agreed that the Chairman and vice chair be authorised to take any additional action required to fulfil the roles/functions of clerk/executive officer, proper officer and financial officer/responsible financial officer.

10. Finance & Assets:

- a) **Payments:** The Council noted that as agreed the vice chair had set up appropriate arrangements for the payment of salaries and PAYE and NI contributions through a payroll system. This would be backdated to apply to all salary payments for this financial year. Payments already made to employees would be reimbursed and processed through the payroll system. Any changes to salary payments predating this would be made following receipt of appropriate advice that had been requested. Ongoing payroll services would appear as a regular cost to the Council from payrolldirect.com. The Council agreed final payments to the departing clerk.

The Council agreed to purchase baubles / non-lit decorations for the village centre Christmas Tree (Councillor Longworth to source) and if practicable locate two additional trees on Huntsman's Green and the Pinfold with solar lights. A secure fixing (wire) for attaching lights across the front of the parish rooms/shops was to be installed for approx. £150 (Councillor Garrard to action). Purchases were needed to further the Council's previous decision for additional daffodil planting and for bulb planting (Councillor Longworth to progress with Matt Eyrl). Bulbs to be planted on Tollerton Lane and Melton Road.

- b) Banking: That William (Bill) Banner be removed from the authorised signatories on all accounts held by the Council and that any other or additional authorisation held with the bank to act on behalf of the Council (account holder) in such name be transferred to Councillor Andrew Penn pending the outcome of recruitment processes when they will pass to the responsible financial officer.
- c) Internal Audit: The Council noted that the comments of the external auditor regarding the relationship between the Council and the internal auditor had not previously been reported to the Council. Councillors reviewed the correspondence received from the internal auditor (Mr D Dixon) in response to the Council's request for information about this and in connection with a review of internal audit and other ongoing investigations. The Council considered that the response was wholly inadequate and inconsistent with the level of service and standards expected by the Council. Agreed that the Council terminate any ongoing service provided by the internal auditor and that the Chairman identify a replacement for this financial year (2017/18). An audit would then be undertaken.
- d) Website and Office 365: The Council agreed a payment of £400 to 'the big idea' for the provision of online booking and payments for the parish rooms, MUGA and sports pitch. (Councillors Garrard & Beyer to progress) The Council agreed that technical maintenance of the website should be a budgeted expense rather than fall to the council/councillors to administer. Councillors were encouraged to advise Cllr Beyer on any other tweaks or improvements needed for the website.
Councillors agreed that for reasons of transparency and data protection that the Council adopt Microsoft Office 365 for all future document management and official email (linked to the Council tollertonparishcouncil.gov.uk domain) with accounts for all councillors and management / office based employees to be included in future budgets at approx. £575 a year. GDPR compliance was to be an early priority for the Executive Officer.
- e) Urgent Maintenance: Councillors noted water ingress into the parish rooms (Councillor Smith to address). No update was available on the flat railings and Councillor Longworth agreed to explore alternative arrangements for the installation of the new bins.

14. Date of Next Meeting: WEDNESDAY 01 November 2017

The meeting closed at 9.10 pm

Signed: Chairman Date