

SEBERGHAM PARISH COUNCIL

MINUTES OF THE MEETING OF 28th May 2014

PRESENT

Mr AV Rule (Chairman)
Mr P Pearson
Mrs C Tinnion
Mr M Stockdale
Mr A Bell
Mr K Graham (minute taking)

1. APOLOGIES

Mr D Fairburn.

IN ATTENDANCE

One member of the public.

The Chairman welcomed Mrs C Tinnion to her first meeting as a councillor, and advised members of the resignation received from Mr M Hilton. The Chairman thanked Mr Graham (a parishioner) for agreeing to take the minutes in the absence of a Clerk.

2. MINUTES

The minutes of the Annual & routine meetings of 21st May 2014 were agreed and signed as a true record.

3. DECLARATIONS OF INTEREST

None declared.

4. ADJOURNMENT OF MEETING

Not required.

5. CALC (Cumbria Association of Local Councils)

The Chairman reported on advice received at a meeting with the Chief Officer of CALC, attended by himself & Mr Stockdale on 27th May.

(a) Appointment of a Clerk to the Council

CALC had given advice on advertising the post, and would place an advertisement on its website & in the June newsletter. Clerks in local PC's could also be advised of the vacancy, and posters should be placed on noticeboards. Councillors felt press advertising was important, and after some discussion it was agreed to place adverts in the Cumberland News and the Herald at a cost of up to £130 excl VAT. It was also agreed to place an advert in the Parish magazine. The format of the advertisements will be based on a draft taken from CALC's website. Michael Stockdale agreed to place the press adverts, and the Chairman would deal with the others. It was agreed that the new Clerk should work the same hours as the former clerk (3 hours per week), and the salary would continue to be at point SCP15 of the national pay scale. The appointed Clerk would also be entitled to claim agreed expenses.

It was agreed the closing date for applications would be Monday 23rd June, with shortlisting by 30th June and interviews to be held as soon after as possible thereafter.

The interview panel to consist of Mr Rule, Mr Pearson and Mr Stockdale, who were given the authority to make an appointment without a further meeting of the Council.

Councillors were asked to let the Chairman have any observations on the draft Job Description, Person Specification and Model Contract for the post of Clerk.

(b) Financial and banking arrangements

It was agreed that four signatories should be registered for the two bank accounts. Those signatories will be: Mr AV Rule, Mr P Pearson (existing), Mr A Bell and Mr M Stockdale. Any two signatures would be required. The Chair confirmed that the only standing order on the current account had now been terminated.

(c) Insurance

Michael Stockdale confirmed that the Council's insurers had agreed to renew cover w.e.f. 1st June and would allow payment to be deferred until 14th June in order to arrange new banking signatories. Mr Rule said he had received a confirmation letter from the company to that effect.

(d) Audit arrangements

The Chairman has spoken to the external auditors who have granted an extension to the time allowed for submission of the audited accounts until 28th July. The accounts will be delivered to the internal auditor in the next two days.

(e) Governance

The Chairman will speak to CALC re Governance arrangements prior to the appointment of the Clerk, and will circulate their advice to the group.

6. ACAS

The Chairman informed the meeting that he had been advised that this item should be discussed without the press and public present because it would not be in the public interest to have an open discussion of confidential matters relating to the preparation of a legal dispute. Mr A Bell proposed that the press & public be excluded for this item, and this was seconded by Mrs C Tinnion. The item was therefore deferred to become the final agenda item for the meeting.

The Chairman advised members of a request he had received from ACAS to agree to conciliation in relation to a claim against the authority registered by the former Clerk. Councillors agreed to enter the conciliation process and appointed a representative to undertake the negotiations. Unanimous agreement was reached on the terms of reference & conditions to be applied, and the Council gave authority to their representative to conclude proceedings on its behalf within these terms of reference and to report back to the next meeting on the outcome.

7. ACCOUNTS

The accounts for 2013/14 were agreed & signed by the Chairman.

The following cheques were approved for signature & payment

65 Aon Insurance	217.88
66 Hall rent	40.00
67 CALC subscription	126.00

8. CO-OPTION OF NEW COUNCILLORS.

There are currently 2 vacancies for councillors. It was agreed to place the required advertisements on the Council's website, on local notice boards and in the Parish magazine. The Chairman undertook to inform Allerdale BC Democratic Services Department as required.

9. DATE OF NEXT MEETING

Wednesday 11th June at 19:30 hrs.

The meeting closed at 21:30.

AV Rule
Chairman