

Thornton le Dale Parish Council

EXTRAORDINARY MEETING

Minutes of the Parish Council Meeting Held At 7.30 P.M. On Friday 17th November 2023 at TLD Hill Institute, Thornton le Dale YO18 7RR

Present: Cllr Barrett (Chair); Cllr Green (Vice Chair); Cllr Markham; Cllr Hallsworth, Cllr Garbutt; Cllr Hetherton.

In Attendance :

Minute Taker June Goodson-Moore & Members of the public.

The Chair, Cllr Barrett, opened the Extraordinary Meeting, convened (S.O 6(a)) for the specific purpose of considering items not discussed at the previous PCM meeting; notably the draft budget and the precept. The Chair also highlighted a closed session at end of the meeting.

The Chair summarised the rules of the meeting, stating there would be no public session and announced video recording of the meeting would be taking place. There was a need to silence mobile phones. Cllr Barrett declared the meeting open.

Formal council meeting commencement at [19:32hrs](#) .

The Chair, Cllr Barrett, explained minute taker, June Goodson-Moore, had volunteered to take the minutes of this meeting. There is no Proper Officer/trained clerk in attendance. Chair proposed, Council to accept minute taker services. This was seconded by Cllr Green.

Resolved: The Council voted 6 in favour, 1 abstention.

2324/76. To **Receive** apologies for absence given in advance of the meeting, & to consider the approval of reasons given for absence.

Cllr Balderson family emergency; Ms. C Pillow, locum clerk declared not attending.

2324/77. To **Receive** declarations of interest in items on the agenda.
None

2324/78. To **Consider** and **Note** ongoing matters arising from previous meetings and Council business.

1. **Agenda items:**from **PCM 07.11.2023**

2324/61 (d) To **Consider** Draft Budget for 2024/2025 for review & forecast 2025 / 2026 then
To **Consider** a budgeting workshop before December meeting.

The Chair described the draft budget the locum clerk had supplied to all Councillors. There was discussion about the confusion in the way the budget is set out and the need for more clarity & to ensure contingency planning. In the absence of the RFO to provide further explanation Cr Garbutt proposed this is referred to the Finance Committee for delegated detailed consideration and brought back to the December meeting. Cllr Hetherton seconded this proposal. The Council voted with 5 in favour and 2 against.

Resolved: Full Council agreed to **delegate** draft budget to the Finance Committee.

Cr Barrett proposed the budgeting workshop to be deferred due to timeframe. Cr Hetherton seconded this proposal. **Resolved:** The full Parish Council agreed to **Defer** budgeting workshop to a future date.

2324/61 (e) To **Consider** Provisional Precept Demand.

Chair proposed this item be considered with the draft budget and is also referred to the Finance Committee for consideration and delegated detailed consideration before reporting back to full council. This was seconded by Cr Green.

Resolved: The full Council agreed to **delegate** Provisional Precept Demand to the Finance Committee.

2324/61 (f) To **Consider** Payments that may need to be authorised prior to next meeting.

Chair confirmed the Council had not been issued a schedule from the locum clerk. He was aware of two payments for approval which already had approval. All Councillors confirmed they were unaware of any further payments.

2324/61 (g) To **Consider** quotes received: (i) **Tree Survey** – (ii) **Stump Work**.

Detailed discussion about the risk presented with trees and the need to undertake a tree survey. Chair summarised the contract situation and possible costs. The issue of public liability insurance was discussed. It was proposed by Cr Green who has extensive experience and knowledge of tree surveys, he could undertake a tree survey and produce a report for the full Council at no cost.

Resolved: (i) The full Parish Council **Agreed** to Cllr Green undertaking the tree survey and to **Reviewing** the current insurance policy, to consider adding to it, if necessary. Report to come to a future meeting.

2324/61 (h) To **Note** any updates to challenge of AGAR 2022/2023

Chair stated that the locum clerk had not provided any update on this.

Resolved: (ii) To **Note** the item and await an update from the locum clerk.

2. To **Ratify** decision to appoint the Staffing and Recruitment Committee.

Chair referred to Minutes of PCM 24 October 2023 (2324/59(c)) appointment of a Staffing & Recruitment Committee. Those minutes did not reflect the resolution. Cllr Barrett proposed ratification Cllr Green seconded this. The Council voted 5 in favour, 2 abstentions.

Resolved: Decision **ratified** to appoint the Staffing and Recruitment Committee.

3. To **Appoint** Chair of Staffing and Recruitment Committee.

Chair explained S.O 4(d)(vi) states following appointment of a Standing Committee a Chair was required. Cllr Barrett proposed Cr Garbutt as Chair of Staffing & Recruitment Committee, seconded by Cr Hetherton. The Council voted 5 in favour, 2 abstentions.

Resolved: Cllr Garbutt **appointed** as Chair to the Staffing & Recruitment committee.

4. To **Appoint** Chair of Finance Committee:

Chair explained S.O 4(d)(vi) states following appointment of a Standing Committee a Chair was required. Cllr Barrett proposed Cllr Green as Chair to the Finance Committee, seconded by Cr Garbutt. Full Parish Council approval.

Resolved: Cllr Green **appointed** as Chair to the Finance Committee.

2324/79. To **Receive** matters raised by Members for inclusion on Future Agendas & To **Note** outstanding matters for Future Agendas.

- a) Cllr Hetherton - Grievance Committee;
- c) Cllr Barrett - Terms of reference for working groups and committees, approval;
- d) Cllr Garbutt - Report on budget and precept;
- e) Cllr Garbutt – Report Staffing & Recruitment Committee on progress to appoint a permanent clerk.

2324/80. To **Confirm** the date of next Meeting: Tuesday 5th December 2023
Date of next meeting confirmed.

CLOSED SESSION – the Public/Press will be asked to leave the meeting.

Temporary Clerk and the public left the meeting at this point. Meeting closed at 8.10 pm

2324/81.

- a) To resolve to exclude members of the press and public due to the nature of the business to be transacted at agenda item 9.2 below, being prejudicial to the public interest. (Public Bodies (Admissions to Meetings Act 1960)
Resolved – Members of Public & Minute Taker excluded.
- b) Parish Council website.
Resolved – Council to take action to protect website. Delegated to Cllr Hetherton to lead; make all necessary and appropriate enquiries.
- c) Memorials – to consider action to take with stonemason not completing applications or payments.
Deferred to Next Meeting.
- d) Employment matters.
Resolved – Council to progress advertisement for Permanent Clerk. Delegated to Staffing & Recruitment Committee for recruitment process. **Resolved** to give Locum Clerk 30days Notice as per terms of employment, in support of recruitment process.