



# Parish Council Thornton-le-Dale

## EXTRAORDINARY MEETING

### Minutes of the Parish Council Meeting Held At 7.00 P.M. On Tuesday 5th December 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 Hetherington, Cllr Balderson.

**In Attendance:** Minute taker - June Goodson-Moore & Members of the public.

The Chair, Cllr Barrett, summarised the rules of the meeting stating that there would be no public session and announced that video recording of the meeting would be taken. He declared the meeting open.

The Chair, Cllr Barrett, explained that a minute taker, June Goodson-Moore, had volunteered to take the minutes of this meeting and that there is no Proper Officer/trained clerk in attendance.

The Chair, Cllr Barrett, summarised the rules of the meeting stating that there would be no public session and announced that video recording of the meeting would be taken. Cllr Barrett declared the meeting open.

Formal council meeting commencement at [19:03 hrs](#) .

**2324/82.** To **Receive** apologies for absence given in advance of the meeting, & to consider the approval of reasons given for absence.

Ms C Pillow, locum clerk not attending.

**2324/83.** To **Receive** declarations of interest in any items on the agenda.

None.

**2324/84.** To **Confirm & Sign** minutes of the PCM 7th November 2023.  
These minutes have not been received from the Locum Clerk therefore cannot be confirmed.

To **Confirm & Sign** minutes of the OEM 17th November 2023  
The Chair, Cllr Barrett, confirmed that errors had been corrected and reminded Councillors to vote clearly for the record. The minutes were approved.

To **Confirm & Sign** minutes of Staffing & Recruitment meeting held on 23rd November 2023.  
The Council received and accepted the minutes of the meeting chaired by Cllr Garbutt. Cllr Garbutt signed the Chair's copy, Cllr Green signed as a second signatory.

To **Confirm & Sign** minutes of Finance Committee meeting 23rd November 2023

The Council had received the minutes of the meeting chaired by Cllr Green.  
Cllr Green signed the Chair's copy , Cllr Balderson signed as second signatory.

**2324/85. To Consider & Note** ongoing matters arising from previous PCM's & Business.

The Chair, Cllr Barrett, introduced this agenda item. As this is an Extraordinary meeting, a number of agenda items need to be referred to a future full Council meeting. The main business is to appoint a Proper Officer as this Council is experiencing some frustrations in carrying out daily business due to not having access to all of the Councils assets and property. He thanked the Finance Committee for their hard work on preparing a draft precept and budgets under significant pressure to submit by the end of December.

a) To **Appoint** a Proper Officer to undertake role, as per Standing Order 15(a)

The Chair, Cllr Barrett, confirmed a Proper Officer was required for the Council to enable effective working and enable access to Council assets. He thanked the Staffing & Recruitment Committee and Finance Committee for their work to date. Standing Order 15(a), subsection 2, allows a member of staff nominated by Council to undertake the work of the Proper Officer in order that a full Parish Council meeting can be called and financial matters be dealt with. The Chair proposed appointing an acting Proper Officer pending recruitment of a Clerk/RFO. Cllr Hetherton volunteered.

The Chair, Cllr Barrett, proposed Cllr Hetherton for the role, Cllr Green seconded this proposal.

**Resolved:** Cllr Hetherton to act as Proper Officer. The Council voted 5 in favour, 2 abstentions.

b) To **Consider** Staffing & Recruitment Committee amended Terms of Reference.

The Chair, Cllr Barrett, confirmed that YLCA had suggested minor amendments to the Terms of Reference that were accepted.

He proposed to accept the Terms of Reference, Cllr Garbutt seconded this proposal.

**Resolved:** To **Accept** the Terms of Reference. The Council voted 6 in favour, 1 abstention.

c) To **Consider** next steps for Church Clock Repair Fund Raising. Grants / Community

The Council had a detailed discussion about the repair of the church clock. The Chair, Cllr Barrett, stated the locum clerk had advised the Council it had limited ability to apply for a grant as the clock is on religious premises. The Council would need to revisit this. Cllr Garbutt proposed to await the community fund raising outcome and revisit the Council decision. Cllr Balderson agreed and described the fundraising approach to be led by a local resident, Denise Rajab, with Cllr Balderson's support, and that a lottery licence via NYC would be required. The Chair read out the plans for fundraising. Cllr Hallsworth advised the annual clock maintenance/service contract to be reviewed.

The Chair, Cllr Barrett, summarised the 3 main issues: .

i) To **Recognise** the community fund raising group with Cllr Balderson as Parish Council link and provide support and tie them into the Finance Committee.

The Chair, Cllr Barrett, proposed to **Recognise** the community group with Cllr Balderson as the link Councillor. Cllr Green seconded this proposal.

**Resolved:** To formally **Recognise** the community group. The Council voted 7 in favour.

ii) To **Approve** the application for a lottery licence to aid fund raising at a cost of £40 first year, and £20 p.a. thereafter.

The Chair, Cllr Barrett proposed to apply to NYC and pay for a licence, Cllr Garbutt seconded this proposal.

**Resolved:** To **Apply** for a licence. The Council voted 7 in favour.

iii) To **Agree** that in support of publicity for the clock fundraising a write up of the history of the clock be undertaken. The Chair had approached a local resident, David Algar, who agreed to do this.

The Chair, Cllr Barrett, proposed to **Support** the publicity approach, Cllr Balderson seconded this proposal. **Resolved:** To **Accept** the publicity approach . The Council voted 7 in favour.

d) To **Consider** Parish Council Website update.

The Chair confirmed that sensitivities and confidentiality around the website had been resolved.

Cllr Hetherton had uploaded limited information but was unable to upload minutes. Cllr Hetherton to continue to contact the website designer and seek further advice. The Chair confirmed that this would need to be work in progress and brought back to future meeting.

**2324/86.** To **Receive & Consider** matters raised by Parish Clerk/Responsible Financial Officer:

a) To **Note** Bank Mandate status & **Consider** any actions required

To the Chair's knowledge no updates to bank mandate had been notified.

b) To **Consider** Payment's for approval

Cllr Hetherton notified the Council of the monthly invoice requirement for cemetery waste collection that is due in December and is on a rolling four week contract. Cllr Hetherton would contact the contractor and advise them of the Council situation.

Cllr Markham raised the payment requirement for AJ for the agreed November grass cutting. Cllr Hetherton confirmed that the Council had approved the work and were awaiting an invoice for payment.

The Chair confirmed no payments required approval by Council this evening.

c) To **Receive** and **Consider** Draft Budget Report for 2024 / 2025 from Finance Committee.

Cllr Green, Chair of Finance Committee, stated the position of the Council from 1 April 2024 to 31 March 2025 showed a net loss of £20,425 based on a projected income of £60,575 and expenditure of £81,000. Within the expenditure figure is an estimated provision for the AGAR challenge of £10,000. He advised that earmarked reserves may need to be used. The Finance Committee had discussed the forecast for 2025/2026 showing a deficit forecast of £14,407. Copies of the budget were circulated to the public. Cllr Green had simplified the seven page Scribe budget pages into a one page summary for ease of understanding . Locum clerk budget is different to this but the end game is similar. Cllr Markham queried office costs and Cllr Green confirmed they had been taken from the previous clerk's budget and asked Cllr Markham for her view. Cllr Hallsworth and Cllr Markham confirmed these costs should be zero. The Chair, Cllr Barrett, proposed to **Accept** the draft budget for 2024/2025, Cllr Green seconded this proposal.

**Resolved:** to **Accept** the draft budget for 2024/2025 . The Council voted 7 in favour.

The Chair, Cllr Barrett, recorded thanks to the Cllr Green and the Finance Committee for their detailed work.

d) To **Receive** and **Consider** Provisional Precept Report from Finance Committee.

The Finance Committee were recommending to the Council that the precept is increased by 5% from £45,500 to £47,775 which is lower than the cost of living increase. This equates to an increased cost per band D resident of £2.65. Cllr Green explained the precept is calculated at band D and varies up or down depending on the band of the household.

Council members raised other cost pressure for example, electricity, streetlights ,water, office charges that were duly noted. Cllr Green accepted responsibility for submitting the precept to NYC if Council approves. The Chair, Cllr Barrett, proposed to **Accept** the increase in the precept by 5% for 2024/2025, Cllr Green seconded this proposal.

**Resolved:** to **Accept** the draft budget for 2024/2025 . The Council voted 7 in favour.

The Chair, Cllr Barrett, repeated his thanks to the Finance Committee for this work.

e) To **Consider** an Interim Finance Report from Independent Internal Auditor.

The Chair, Cllr Barrett, explained that due diligence on public money is required for Parish Councils. The Council can select the Internal Auditor but the External Auditor is selected for them. Cllr Hetherton had made contact with the Internal Auditor, Rachael Pearson, and was advised that she had not been retained by the Council to undertake the internal audit for 2023/2024. However she did agree to undertake the internal audit and also recommended an interim audit prior to year end to benefit the Council. The quote was received by the Council. The Chair, Cllr Barrett, would refer this to the Finance Committee to deal with.

The Chair, Cllr Barrett, proposed to **Instruct** the independent internal auditor to undertake audit work as proposed for 2023/2024 contract. Seconded by Cr Hetherton. The Council voted 7 in favour.

**Resolved:** to **Instruct** the internal Auditor to undertake the internal audit or year 2023/2024.

The Chair, Cllr Barrett, proposed to **Instruct** the internal auditor to undertake an interim audit report. Cllr Garbutt seconded this proposal. The Council voted 7 in favour.

**Resolved:** to **Instruct** the Internal Auditor to undertake an interim audit for year 2023/2024.

The Chair, Cllr Barrett, proposed to **Delegate** responsibility for all internal audit matters to the Finance Committee. Cllr Hetherton seconded this proposal. The Council voted 7 in favour.

**Resolved:** to **Delegate** internal audit to the Finance Committee.

f) To **Receive** and **Consider** Report from Staffing & Recruitment Committee.

Cllr Garbutt updated the Council on the Staffing and Recruitment Committee meeting. He confirmed that the Clerk/RFO position had been advertised. Four expressions of interest have been made and the closing date is 15 December 2023. Cllr Garbutt is receiving applications.

**2324/87** To **Receive** new correspondence received by clerk & action required.

The Chair has not received any correspondence. The website for contact has yet to be resolved. Cllr Hetherton raised the need to place Councillor email addresses on the Parish Council notice board. No objection raised by any of the seven Councillors.

To **Confirm** dates of future meeting(s)

**2024:** 2<sup>nd</sup> January, 6<sup>th</sup> February, 5<sup>th</sup> March, 2<sup>nd</sup> April, 7<sup>th</sup> May

The Chair confirmed that the 2 January 2024 meeting would be a full Council meeting now that we have a Proper Officer in place.

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

**The public left the meeting at this point . Meeting closed at 19:50 hrs .**

**CLOSED SESSION – THE PUBLIC/PRESS WILL BE ASKED TO LEAVE THE MEETING**

The Chair, Cllr Barrett, advised the meeting that the minute taker could remain for the closed session subject to accepting and agreeing to the Code of Conduct that he issued to her prior to any discussion taking place. This had been confirmed by YLCA. The minute taker accepted the document and agreed to this.

**2324/89.**

- a) To **Resolve** to exclude members of the press and public due to the nature of the business to be transacted at agenda below, being prejudicial to the public interest. (Public Bodies (Admissions to Meetings Act 1960) & Standing Orders 3 (d).

- b) To **Consider** action with Employment Matters.

**Resolved** that in the matter of an ongoing employment matters, the Council to **Take the Appropriate Action** as discussed to secure all Council property, manage the bank mandates and manage the employment matters discussed.

- c) To **Consider** action with Stonemason not completing applications or payments.

**Resolved:** to **Defer** this non-urgent item to a future full Council meeting.

The Chair closed the meeting at 8.15 pm.