



# Molescroft

## Parish Council

### **MINUTES OF THE MOLESCROFT EXTRAORDINARY PARISH COUNCIL MEETING HELD AT 7.00 PM, THURSDAY 14<sup>th</sup> November 2019 AT THE MOLESCROFT PAVILION.**

#### **Present**

Councillors: M. Hildyard, (Chairman), J. Heffer, C. Coates, B. Hanneman, R Rashbrooke; Mac Fleming.

Clerk to Council: Eve Williams. Newly Appointed Clerk: Mrs Laura George.

#### **2238. Apologies**

Apologies were received from Councillors C Linthwaite; M Pinder; E Aird and Ward Councillor D Boynton.

#### **2239. Declarations of Interest.**

No interests were declared.

#### **2240. Approval of Minutes of the previous meeting**

The minutes of the 17<sup>th</sup> October 2019 meeting had been circulated and were approved as a true record of proceedings.

#### **2241. Payment of Accounts**

The Clerk updated Council regarding current payments for the month of November 2019. Payments made for November 2019 were £5300.26. The Clerk highlighted one off and variable expenditure in a number of areas and explained where and why additional expenditure had been incurred, for example in relation to the purchase of a new shredder and install costs for KCOM services to the Pavilion. The Clerk also highlighted additional payments to HMRC for this pay period. Councillors sought clarity on the associated staff expenses and a discussion was held as to the costs of works to trim the hedge to the Pavilion field. This discussion was expanded to consider recent correspondence from Mr. P Robinson (The Croft) in relation to the standard of the work carried out. Councillors reviewed photographic evidence and considered that the contractor had done an effective job and within what was possible given the nature of the equipment used to carry out the works. The accounts were agreed for payment and the Chairman and Clerk (Responsible Financial Officer) signed the payment schedule as correct and for authorization.

**Action: Clerk to continue close budget monitoring in year.**

#### **2242. Clerk Vacancy Update**

The Chairman introduced and welcomed Mrs Laura George to the meeting and to the Council as the newly appointed Clerk. Eve Williams (Clerk outgoing) updated the meeting on work to date to enable an effective handover of duties and learning in role. This included meeting one to one and the production of a 'How to Guide' Clerks A-Z. A discussion was held as to the content of this

document and Councillors considered this to be a positive way forward. Councillor Fleming commented on the professional and excellent document that had been produced. This was further supported by Councillor Hildyard who concluded that such documentation and guidance had never previously been available. He recognised the detailed effort and hard work to complete the guide and thanked Eve Williams for this. In addition, Eve Williams advised that all key contacts had been informed of her leaving the role and that Laura would need to contact Barclays Bank (Mandate Change Team) to finalise the changes. A further discussion was held as to the opportunities for Mrs George to attend appropriate training events in year hosted by the Society of Local Council Clerks (SLCC). Council agreed that training of this type was important to enable transition and confidence into the new role and confirmed that this would be supported. Eve Williams advised that there is an amount of budget allocated for this. Council agreed that this allocation should continue. The Chairman and Mrs George formally signed the Contract of Employment confirming her appointment, effective from 18<sup>th</sup> November 2019.

Councillor Hildyard presented a card of thanks to Eve Williams signed by all Councillors and once again thanked her for her professionalism, hard work and commitment to the role. He commented that the Council had moved forward significantly since her arrival and he concluded by wishing her well for the future.

**Action: Council to support training needs as required with appropriate budget allocation for 2020/21.**

**Action: Clerk to liaise with SLCC/local training provider (Beverley Town Council) to arrange and attend training as required.**

**Action: Clerk (LG) to collect all relevant Council property and documentation for commencement in role 18<sup>th</sup> November 2019.**

#### **2243. Items for Next Agenda:**

- ERYC Code of Conduct (for review and adoption)
- Business Planning: Aims & Objectives
- Draft Budget discussions (including fees and charges)
- Precept discussions

#### **2244. Feedback from Meetings Attended**

Councillors Fleming and Heffer advised that positive meetings had been held with NatWest Bank, who attended the Tomorrows Youth group, providing advice on banking security and awareness of scams for example. He also outlined further working with the local school, with children attending the Pavilion and joining in with Tomorrows Youth activities. Finally, he confirmed that the submission for funding to further support the work of Tomorrows Youth was complete and the outcome awaited.

#### **2245. Date of next meeting**

For noting: 19<sup>th</sup> December 2019

**The Chairman closed the meeting 8.30 pm**

**Minutes produced by: Eve Williams, Clerk. Date: 15<sup>th</sup> November 2019.**

Signed.....(Chairman)

AGREED