



ANNUAL MEETING OF THE PARISH COUNCIL

09 May 2022

MINUTES

Present:

Councillors: Cllr. Ashton (Chair), Cllr. Hall (Vice Chair), Cllr. Westin, Cllr Ward

Clerk and RFO: Mr S Baxter **Members of the public (MOP):** 0

Meeting commenced at 7pm

Meeting was held at the Meeting Room at Howden Town Council. All the community however, were invited to attend the meeting via the remote function.

AGENDA ITEMS

1. **Welcome to all Councillors and any members of the public sitting in observation.** Chair will make people aware that the meeting is recorded kept for a minimum of 12 months

The Chair opened the meeting and welcomed all who attended. He reminded everyone that the meeting was also being shared via the remote Zoom function and was being recorded.

2. **Apologies for absence from any Councillors**

There was an apology from Cllr Murphy who could not attend the Meeting due to a personal issue that needed his attention.

The Council discussed the absence and it was formally accepted.

- *Motion to accept the absence of Cllr Murphy was proposed, seconded and agreed unanimously. Motion carried.*

3. **Election of Chair Person** - nominations for the position of Chair of the Parish Council and vote

The Clerk stated that there had been a nomination for the Chair by Cllr Murphy - the nomination was for Cllr Ashton as Chair.

There was a discussion by the Council on the great undertaking that Cllr Ashton had done and through his leadership the Council had turned a corner.



Spaldington Parish Council



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Cllr Ashton thanked everyone for their very kind words and agreed that while the year was a little traumatic, through the teamwork of everyone the Council was building a very solid foundation. He stated that while he would stand if nominated, if another Councillor wanted to put themselves forward, he would not stand in their way.

No further person was nominated for the role of Chair.

- *Motion to appoint Cllr Ashton as Chair of the Spaldington Parish Council was proposed, seconded and agreed unanimously. Motion carried.*

CLLR. ROSS ASHTON WAS APPOINTED AS THE CHAIR OF THE PARISH COUNCIL AND SIGNED THE DECLARATION OF ACCEPTANCE.

4. Election of the Vice Chair Person – nominations for the position of Vice Chair and vote

The Clerk stated that there had been a nomination by Cllr Murphy for Cllr Hall to continue in the role of Vice Chair of the Parish Council.

There was a discussion by the Council on the great undertaking that Cllr Hall had done and through his hard work with the Chair, the Council was now in far better state than in previous years.

Cllr Hall thanked everyone but stated that he wished to nominate Cllr Westin for the role as Vice Chair as he felt that she has better knowledge to support the Chair.

Cllr Westin stated that she would accept the nomination by Cllr Hall.

- *Motion to appoint Cllr Westin as Vice Chair of the Spaldington Parish Council was proposed, seconded and agreed unanimously. Motion carried.*

CLLR. KATH WESTIN WAS APPOINTED AS THE VICE CHAIR OF THE PARISH COUNCIL AND SIGNED THE DECLARATION OF ACCEPTANCE.

5. Agreement to adopt the current standing orders and the policies of the Council - but with a view to fully review the standing orders and policies later in the year

The Clerk stated that while all the policies and the standing orders need to be fully reviewed, it was needed for the Council to agree the current policies pending further review.

The Councillors discussed the policies and agreed that they would be needed to be fully reviewed to ensure that they were effective.

- *Motion to formally agree all the policies and standing orders as detailed on the website in the current state but pending a full review was proposed, seconded and agreed unanimously. Motion carried.*



6. Discussion and formation of any committees of the Council (if any)

The Clerk stated that the NALC recommended position is that Councils should consider having a Personnel Committee and a Finance Committee - he continued that these are not mandatory and are only recommended. He also stated that as the SPC is a small Council it is understandable that the Councillors may wish to have all issues discussed by the full Council. However the two situations that may cause an issue is for any grievance or disciplinary issues as the current set up does not have an avenue of any appeal processes.

The Clerk recommended that the Council may wish, if they don't want to form a Personnel Committee to formulate a Grievance and Disciplinary Committee which is Chaired by the Full Council Vice Chair with two other Councillors. Then the appeal committee of the G&D Committee would be Chaired by the Full Council Chair with one other Council and then aided by an outside organisation - such as ERNLLCA or ERYC.

There was a full discussion by the Councillors in regard to the NALC recommended options and it was felt that the Council did not need a Finance Committee as all finance decisions would be made by the Full Council. But they consensus was that having a G&D committee as recommended by the Clerk was a very worthwhile option and was needed - it would only be used for any grievance or disciplinary issues and thus it was hoped that it would rarely be needed, if ever.

The Clerk confirmed that he would need to present a recommended Terms of Reference for approval at the next Full Council Meeting.

- *Motion to formally agree the formation of a Grievance and Disciplinary Committee Chaired by the Full Council Vice Chair but pending the agreed Terms of Reference was proposed, seconded and agreed unanimously. Motion carried.*

7. Agreement to subscribe to any Advisory Bodies - specifically ERNLLCA

The Clerk stated that it would be recommended that the Council subscribe to ERNLLCA as it was a great aid to have the organisation as a source of advice.

The Councillors discussed the recommendation and agreed they were a useful source of help when needed.

- *Motion to formally agree to subscribe to ERNLLCA was proposed, seconded and agreed unanimously. Motion carried.*



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8. **Agreement of the frequency of the meetings of the Council** - agreement of the meetings to be held on the first Monday of every month but with a Chair's discretion to amend as needed

The Chair stated that it was helpful for the community to know when to expect the Full Parish Council Meetings to be held, both for them to attend in person and face to face.

The Councillors agreed that the first Monday of every month as usual was the preferred way forward but with the option of changing the date or day at the Chair's discretion to allow for bank holidays or other specific reasons.

THE CHAIR CLOSED THE MEETING AT 7.35PM
