

FECKENHAM PARISH COUNCIL

Minutes of Extraordinary Meeting held on 21st June, 2007 at 7.30pm at Feckenham Village Hall

Present: Councillors:

J. Matthews (Chair)

J. Hooker

T. Smith

A. Henson

J. Roundell

In Attendance: Ian Bellion (Acting Clerk) and one member of the public

1. To consider **Apologies** received and reasons given for absence.
All Councillors were present.
2. **Welcome**
The Chairman welcomed all present to this Extraordinary Meeting called to deal with pressing matters.
3. **Declarations of Interest**
There were none
4. **Approve Minutes** of 142nd Ordinary Meeting held on 16th November 2006 (if available)
The Chairman had been able to obtain the Agenda and some notes relating to this meeting. It was AGREED that an acceptable summary of the Meeting could be assembled using these. To be prepared in time for the July Meeting. Item to remain on the Agenda until cleared. (*Action Chair/Clerk*)
5. **Approve Minutes** of 144th Ordinary Meeting held on 15th March, 2007*
It was established that the Meeting could approve these as they related to a matter previously discussed at an Ordinary Meeting.
Councillor Hooker PROPOSED that the Minutes of the 144th Ordinary Meeting held on 15th March, 2007 having been previously circulated, be taken as read, and be signed as a correct record of the proceedings of that Meeting.
Councillor Matthews SECONDED the motion and on being put to the Meeting it was CARRIED unanimously. (*The Minutes were signed accordingly.*)
6. To consider **Applications for Co-option** to the TWO vacant seats on Feckenham Parish Council and to move to co-opt the two selected candidates.
There were three Applications from Mrs P Lincoln-Lewis, Mrs B Wheatley and Mrs J James.
Councillor Matthews PROPOSED that the Meeting be closed to the public for ten minutes to allow discussion of the confidential Applications for Co-option to the Council.
Councillor Roundell SECONDED the motion and on being put to the Meeting it was CARRIED unanimously. Accordingly the Meeting was closed to the public at 7.50pm
There was considerable discussion of the applications.
Councillor Hooker PROPOSED that Mrs Lincoln-Lewis and Mrs James be selected for co-option to the Council.
Councillor Roundell SECONDED the motion and on being put to the Meeting it was CARRIED unanimously.
Concern was expressed that Mrs Wheatley's application had been very good and that she would have been a great asset to the Council.
The Meeting was re-opened to the public at 8pm
Councillor Matthews PROPOSED that Mrs Lincoln-Lewis and Mrs James be co-opted as members of Feckenham Parish Council.
Councillor Smith SECONDED the motion and on being put to the Meeting it was CARRIED unanimously. Mrs Lincoln-Lewis and Mrs James were therefore duly co-opted as Members of Feckenham Parish Council.
It was AGREED that in the interests of a balanced and efficient Council the Clerk should investigate the possibility of the creation of an additional seat. (*Action: Clerk*)
7. **Signing of Declarations of Office** and Undertakings by the two co-opted Councillors.
Mrs Lincoln-Lewis signed the Declaration of Acceptance of Office and Undertaking. This was countersigned by Cllr. Matthews as the Proper Officer of the Council.
Mrs James was not able to be present at the Meeting. She signed the Declaration of Acceptance of Office and Undertaking on 22nd June, 2007. This was witnessed and countersigned by Cllr. Matthews as the Proper Officer of the Council.

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8. Financial Report:

- 8.1 Audits 05/06. Cllr Roundell reported that good progress had been made and that the 05/06 were almost ready for approval and submission. Work had been done with the co-operation of former Chairman Tricklebank and the internal auditor Richard Maxwell-Fletcher.
- 8.2 Audits 06/07. There had been similar progress on the 06/07 accounts and it was hoped that both years could be approved at the July meeting. (*Action: Cllr Roundell*)
- 8.3 Concerns were expressed that some of the Council's assets had still not been returned by the former Clerk. It was thought that it would be worth going to the Small Claims Court to seek a remedy. Councillor Lincoln-Lewis offered the qualified advice of Jeremy Lincoln-Lewis in the first instance.
Councillor Smith PROPOSED that the Council should seek to retrieve its property held by Mrs Linda Morrison-Allsopp through the Small Claims Court or other legal process
Councillor Henson SECONDED the motion and on being put to the Meeting it was CARRIED unanimously. (*Action: Clerk*)

9. Appointment of Clerk*:

- 9.1 The Clerk reported that there had been three applications for the post of Clerk and Responsible Finance Officer. These had been distributed to the members of the Staffing Committee.
The applicants were
Mr Sean Arble
Ms Judy Underwood
Mrs Pamela Sutton
- 9.2 To set the date for interview of candidates and to consider the form those interviews should take.
It was AGREED, after consideration of the applications, to invite two of the candidates for interview on the evening of Thursday, 12th July in the Main Hall of Feckenham Village Hall. Travelling expenses would be offered at a rate of £0.40 per mile.
Cllr. Hooker stated that she would not take part in the selection process because she knew one of the candidates very well.
It was AGREED that it was essential that the Clerk should live close enough to the Parish in order to carry out his/her duties efficiently and with reference to the community served. Mrs Sutton's application was reluctantly rejected on these grounds as she was based too far away in Shropshire.
It was AGREED that topics to be raised with the candidates at interview should be decided by the Committee with reference to the Job Descriptions and in consultation with the Acting Clerk.
- 9.3 To consider options for remuneration.
It was AGREED that the Finance Committee should work with the Acting Clerk to confirm the salary and terms under which the new Clerk was to be engaged. This should be established before the interviews took place. (*Action Clerk/Cllr Roundell*)

10. Parish Plan

- 10.1 To consider reports from Parish Plan Working Groups
The Groups had not met since the last Council Meeting
- 10.2 To consider and approve wording of Letters of Accreditation*
A letter of accreditation had been drafted by Russell Cotton and adjusted to comply with Council Policy by the Clerk. A change of wording was suggested and AGREED.
Councillor Roundell PROPOSED that Letter of Accreditation as circulated and amended should be issued to the Parish Plan Working Groups when requested and that a record of its use should be kept by each Group. The record of use should be submitted to the Council as part of each Group's progress report.
Councillor Hooker SECONDED the motion and on being put to the Meeting it was CARRIED unanimously.

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11. Items for next Agenda

- Already Notified: Condition of Roads
Astwood Farm Development
Standards
Spatial Strategy
Identifying partners in other authorities for attendance at meetings
- Suggested at Meeting:
Governance of Working Groups
Proposed changes to Library Service

12. To set **Dates of Meetings** for 2007/8

It was AGREED that the Council would meet on the following dates (subject to change if circumstances demand).

- 19 July INCLUDES TRUST MEETING
- 20 Sept
- 22 Nov INCLUDES TRUST MEETING
- 17 Jan '08
- 20 Mar
- 15 May AGM + PARISH MEETING
- 17 July
- 18 Sept
- 20 Nov

There being no further business the Chairman closed the Meeting at 8.45pm

** Documents copied to councillors.*

Signed..... Date