

## Farthingstone Parish Council (DRAFT)

Minutes of the Meeting of Farthingstone Parish Council held in the Village Hall on  
Wednesday 17<sup>th</sup> June 2015 at 9.00am

Minute No		Action
	<p><b>Attendance and Apologies:</b> Present: Jennie Miller, Peter Stanton, Stewart Summers, Stephen Batterby and Sarah Hyatt Apologies: Susan Castle, John Church</p>	
15/15	<p><b>Members Disclosable Pecuniary and other Disposable Declarations of Interest in agenda items:</b> None declared</p>	
16/15	<p><b>Annual Accounts:</b> Sarah Hyatt reported that the Intermediate Review Return had been completed and reported that as a consequence of this, she had noted some gaps in governance and accountability where FPC's practice could be improved. These areas included:</p> <ul style="list-style-type: none"> <li>• Budget reports to every Parish Council Meeting</li> <li>• An annual risk assessment to be undertaken and reported to the Parish Council</li> <li>• To adopt a set of Standing Orders based on the Model NALC Standing orders</li> <li>• To ensure all decisions/approvals are accurately reflected in minutes.</li> </ul> <p>She also reported that there was a greater amount remaining in reserves than levied annually by the Parish Precept, which might result in a question from the external auditors. She reported that she believed that this was due to holding match funding for a further grant to the Joymeard Trust which was expected during 2014/15 and did not materialise as expected.</p> <p>It was resolved to approve the Intermediate Review return and enclose a covering letter explaining the issues above and our response to them. Proposed by Steve Batterby and seconded by Peter Stanton</p>	SH
17/15	<p><b>Parish Council Meetings 2015/16:</b> Jennie Miller reported that she wanted to formalise some structure around the management of Parish Council meetings and its business. Sarah Hyatt reported that NALC has a set of Model Standing Orders which provide a formal structure for all Local and Parish Councils and recommended that Farthingstone Parish Council should consider adopting a model based on these which could be reviewed and agreed on an annual basis. This was agreed by all present. Sarah Hyatt to investigate what is available from NALC and distribute information. It was also agreed that the Parish Council will continue to meet bi-monthly on third Mondays at 8.00pm. It was resolved to develop Standing Orders for Farthingstone Parish Council based on the NALC model Standing Orders. Proposed by Jennie Miller and seconded by Stewart Summers.</p>	

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18/15	<p><b>Response to NALC Communication:</b></p> <p><b>It was resolved to exclude members of the public and press from this item.</b> Proposed by Peter Stanton and seconded by Jennie Miller.</p> <p>Jennie Miller reported that she had been contacted by Danny Moody of Northamptonshire NALC as Mr and Mrs Chambers had been in contact with Daventry District Council to discuss their view that Farthingstone Parish Council had unfairly dismissed Mrs Chambers from her job as Clerk to Farthingstone Parish Council.</p> <p>Jennie Miller reviewed the background to the decision that councillors had made and explained that she had visited Danny Moody on two occasions to discuss this; having provided all the documentation that he had requested. It was noted that Mrs Chambers had never had a contract of employment.</p> <p>It was reiterated by councillors present that it was not viewed as dismissal by the Parish Council as the decision was that it was no longer a necessity to employ an external person as clerk for reasons documented in the minutes of the meeting of 14<sup>th</sup> May 2015.</p> <p>The advice from Danny Moody was that there were three options:</p> <ol style="list-style-type: none"> <li>1. Reinstatement</li> <li>2. Do nothing</li> <li>3. Secure some conciliation with Mrs Chambers, acceptable to both parties</li> </ol> <p>It was agreed by all councillors that option 3 was the most appropriate route.</p> <p>It was noted that the payment made to Mrs Chambers in lieu of notice was not appropriate to her length of service as Clerk (which had not been clear at the time of making the offer) and a further payment should be offered acknowledging that an oversight had occurred in calculating the amount.</p> <p>It was resolved to write to Mrs Chambers explaining the reasons for the Parish Council decision; the oversight in calculating the payment and enclosing a cheque for the difference (of £80); and offering the right to appeal within 7 days.</p> <p>Proposed by Peter Stanton and seconded by Sarah Hyatt.</p> <p>It was also noted that the advice from Danny Moody was that Farthingstone Parish Council should seriously consider the burden of work for a Parish Councillor to undertake the role of Clerk and it was agreed to review the situation in 6 months' time.</p>	
19/15	<p><b>Any Other Business:</b></p> <p>None</p>	
	<p><b>Date of the Next Meeting:</b></p> <p>Monday 20<sup>th</sup> July 2015 8.00pm Farthingstone Village Hall</p>	
	<p>The Meeting closed at 9.40am</p>	