

MINUTES OF EXTRAORDINARY MEETING FAIRBURN PARISH COUNCIL

Tuesday 16th August 2022 at Fairburn Community Centre,
North Road, Fairburn, North Yorkshire, WF11 9LA

The meeting opened at 7.29pm.

Present: Cllr Edwards (Chairman), Cllr Baker, Cllr Kos, Cllr Ashton (arrived at 7.59pm) plus one member of the public.

0822/01 Welcome & Public participation period - Council to receive comments on agenda items received from electors.
Resident 1 - Thanks for grass cutting, pot holes marked up on roundabout and Priory Corner, potholes filled in. Parking continues to be an issue. Chairman confirmed that this is on the September agenda.

0822/02 Apologies
i) Council to receive apologies and note reasons for absence from members;
Cllr Ashton confirmed she was enroute but wouldn't be at the start of the meeting.
ii) to consider to accept the reasons for absence.

0822/03 Declarations of Interest
a) to receive Declarations of Interests from Members not already declared under members Code of Conduct or members register of interests, in any business to be transacted.
None provided.
b) To consider any dispensation requests received.
None provided.

0822/04 Exclusion of the press and public:
To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed as such, publicity of which is considered to be prejudicial to the public interest (agenda item 05 only).

Resolved: that in view of the confidential nature of the business to be transacted under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public and press be temporarily excluded from the meeting whilst matters pertaining to these items are discussed. Unanimous.

Cllr Ashton arrived at 7.59pm

0822/05 To consider staffing matters
a) To consider the review and adoption of the Appraisal Policy and model Contract of Employment.

Resolution: To approve and adopt the Appraisal Policy and Appraisal Self-Assessment Form. In addition to approve to adopt the SLCC Model Contract of Employment using NJC / NALC Salary Award Scales 2021/2022. Unanimous.

- b) To consider the appointment of a Personnel Committee with delegated responsibility

To approve the Terms of Reference for the Personnel Committee. The following councillors will comprise the committee: Cllr Edwards, Cllr Kos, Cllr Baker and Cllr Ashton. The appointment of the Chairman of the Personnel Committee will take place at the first meeting. The committee will have delegated responsibility to conduct an appraisal and review of role with the Acting Clerk. Unanimous.

- c) To consider the date of the Personnel meeting

To be confirmed.

0822/06 Councillors' Reports - To take and note any points of immediate interest from councillors.

A discussion was had between council members regarding next steps and looking at a policy review to ensure that the Council is compliant with the Transparency Code. To this end, it was suggested that all councillors need to be circulated with an induction pack which includes minutes of meetings since the start of last financial year, list of policies adopted and a copy of those policy documents. This will be an excellent starting point to understand the needs of the council and formulate an action plan to work towards in the short/medium term.

Resolution: To request electronic copies of all minutes of meetings from March 2021 to July 2022 including the draft version of minutes, held on 20 July and 27 July 2022 by 24th August 2022. Unanimous.

Resolution: To request a full list and copies of the all adopted polices – especially Code of Conduct, Asset Register, Appraisal Policy, signed copy of Contract (if adopted at a previous meeting). Unanimous.

0822/07 Items for the next agenda - to take suggestions for agenda items
Car parking. Review of Autella Payroll Services. YLCA review. Induction meeting for new councillors. Christmas Tree lights.

0822/08 Date of next meeting - 21st September 2022 - 7pm at Fairburn Community Centre

The meeting closed at 9.24pm

Signed: _____

Chairman of the Council

Dated: _____

FAIRBURN PARISH COUNCIL
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