Draft

Bramham Parish Council

Minutes of the EM held Wednesday 23 March 2016

Present: Chairman Val Whitbread, Vice Chair Linda Richards, Councillors Scott Jones , Ian Dalton, June Halliday and Naomi Elvin
Public session – none
1.Apologies: Clerk Marie Lynch.
Minutes taken by Naomi Elvin
2.To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13 – 18 of the Members Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest in accordance with paragraphs 19 - 20 of the Members Code of Conduct - None
3.It was **Resolved** to exclude the press and public for items and 4 & 5: Moved Cllr Whitbread seconded Cllr Richards.
4.(i) Interview with Pete Dunn. Introductions made to all councillors.
VW: Why are you interested in a position with the PC?
PD: Currently volunteers with Martin House and WISE. Has spare time. To make a difference and support the community.
VW: Do you keep up to date with council activities?
PD: Reads the Parish magazine and keeps up to date with plans.
VW: Are you aware the role consists of more than just council meetings?
PD: Yes, and aware of the role requiring team working. Aware that there are various aspects to the council such as legal and financial. Has a degree in politics. Also a career as a civil servant so has an understanding of legislation.
LR: What particular skills can you bring?
PD: Has worked with local charities- WISE and Martin House. Has skills achieved in a career with the civil service. Has knowledge of corporate, budget, project management. Has been a credited counter fraud specialist.
LR: Are you averse to new challenges?
PD: No, keen to have involvement with the local community and is keen to bring skills.
ID: The councillors represent other activities within the village that are separate from the P.C. The P.C has assets such as the pavilion, senior citizens shelter. Discussed work being considered for the senior citizens shelter. Awaiting feasibility study regarding potential developments for the shelter.
LR: Discussed potential difficulties with communicating this process with the local community.
PD: Has an awareness of how to balance what people of the village want and how to manage PC assets.
VW: Any questions for the PC?
PD: Where are you looking for support in the PC?
VW: The finance committee. Explained the PC Clerk has resigned therefore support with legal issues would be good. Practical support with the Pavilion and Senior citizens shelter.
JH: Potential to attend meetings- police meeting, outer north east meeting, planning meetings and school meetings.
PD: Queried training for new councillors
NE: Fed back experience of training last year. Evening class was very beneficial.
VW: The YLCA website is useful. Finance and data protection training also available. Also chair and vice chair training. Advised the new councillor YLCA training is useful to learn how a parish council meeting has to run e.g. passing resolutions, sending an agenda. The PC works within a legal framework.

PD: Happy with how the PC needs to run, No further questions.
VW: Thanks given, VW to contact PD tomorrow.

(ii) Interview with Kate Race
Introductions made to all councillors.
VW: Why are you interested in PC position?
KR: Is a specialist autism consultant. Has worked with North Yorkshire County Council for 12 years. Worked with different local authorities. Has presented at parliament and the House of Commons. Has contributed to writing the Autism Act. Has appreciation of the importance of local communities. Believes the PC has a privileged position in supporting the community and supporting vulnerable people. Feels there is a sense of community in Bramham.
VW: Have you an awareness of how much time is required?
KR: Yes, wouldn't volunteer if otherwise.
LR: Have you any other interests or experience?
KR: I am good with people and like talking to people. Is interested to listening to others points of view and is prepared to battle for others. Has had varied roles. Has been in senior management for a charity. Has worked with engaging a local authority, police and education services. Has experience fundraising. Feels has got transferable skills.
VW: Do you look at the parish magazine the PC website and PC minutes.
KR: yes
VW: Any questions?
JH: Have you any particular areas of interest on the PC?
KR: Willing to learn from the PC and accept advice. Happy to look at where there are gaps and where help is needed. Is there any training required?
VW: 3 hour training session available for new councillors.
ID: Training is useful to understand the role of the PC, the legal and financial aspects. How the PC functions, the structure of meetings. Also provides a taster for particular areas of interest and networking opportunities.
VW: Useful to have an awareness of the bureaucracy. Individual training is available e.g. planning, financial, data protection. Also wider meetings to attend such as outer north east Leeds, neighbourhood planning group.
KR: No further questions.
VW: Thanks given, will be in touch tomorrow.

5. LR: proposed to accept Pete Dunn as a councillor.
VW: Seconded
All councillors present in agreement.

LR: Proposed to accept Kate Race as a councillor.
SA: Seconded
All councillors present in agreement.

6. Resignation of the Clerk The Chair confirmed that she had received Marie Lynch's resignation as Clerk to the Council.

Discussed that the hours required for the Clerks role is increasing and requires more than one day a week. Agreed to revise/ update the job description. VW to check stipulations in regards to advertising the vacancy. In regards to the job vacancy, the employment committee are to take this forward. VW to check who current members of the employment committee are. To review how many months' notice are required from the Clerk. This is currently one month (3 months if the Clerk has been employed by the PC for more than 4 years).

VW advised to consider an overlap of the new Clerk with Marie to ease the transition. Agreed to set a budget of £1000 to potentially cover the cost for two clerks for one month and to cover advertising costs. VW proposed and seconded by JH.
VW to action this ASAP as Marie's last meeting is due to be June 2016.
VW discussed potential for a councillor to complete the Clerks role (unpaid) if a Clerk cannot be recruited in time.
ID queried the potential for a treasurer of the pavilion to reduce workload for the Clerk. VW advised this has been considered before but is problematic.
It was **RESOLVED** that a budget of £1000 be set to cover the recruitment f the new Clerk & to allow for any overlap between the existing and new Clerk. Moved Cllr Richards seconded Cllr Whitbread .