

# Kirby Grindalythe and Duggleby Parish Council

## Minutes of the Extraordinary meeting of the Parish Council held on

**Wednesday 30 September 2020 at 7:00pm**

Present	Apologies
Allen Andrews (AA) (Vice Chair)	
Lisa Holden (LH)	
Emma McClean (EM) (Chair)	
Janice Robinson (JR) (Clerk)	

1.	To receive apologies and approve reasons for absence. NONE although Kay Husband had expressed her unwillingness to meet unless this could be in person.	
2.	To receive any declarations of Declaration of Interests not already declared under the Council's code of conduct or members Register of Disclosable Pecuniary Interests: NONE. LH had contacted Ryedale DC to check whether her declaration of interests form had been received. RDC were looking into it. LH to follow up	LH
3.	Finance Matters: <ul style="list-style-type: none"> <li>To receive a bank reconciliation and budget statement to 1 September 2020. Bank balance net of uncleared cheques is £4,675; this sum includes £1,446 for defibrillator project (National Lottery grant)</li> <li>To note the payments of: £90 to Account Solutions for year end audit; £761.16 to clerk for June quarter salary and office allowance plus additional hours; £348.40 for clerk's September quarter salary and office allowance. NOTED</li> </ul>	
4.	Employment matters <ol style="list-style-type: none"> <li>To note the 2020-21 National Salary Award following the National Joint Council for Local Government Service agreement. NOTED</li> <li>To note the Clerk's entitlement to leave and sickness absence. The statement of particulars (contract of employment) issued to the clerk had not included provisions for leave and sickness absence. These should have been included. An up to date Yorkshire Local Council Association (YLCA) model statement of particulars to be issued to the clerk this included statutory provisions for leave together with an entitlement to paid absence for sickness.</li> <li>To receive and discuss the resignation of the parish clerk and determine recruitment process. The clerk had tendered her resignation. Whilst the notice period for the clerk was one month, she had offered to remain in post until end of December to cover the precept setting meeting. This had been accepted by the Chairperson. The Chairperson then stated that she was resigning her post as parish councillor and chair as she was unable to continue, due to work commitments. LH said she was sorry to learn this and expressed concern about the viability of the PC with so few councillors. LH to try a recruitment drive. The chair advised that, in the event the parish council was not able to continue, the district council would have to take over its responsibilities. The chair also stated that she did not intend to pursue the purchase of a defibrillator as so few residents had expressed an interest in participating in the project. Without a good number of volunteers and a strong PC behind the project to facilitate Governance requirements and ongoing funding needs the Community Heartbeat Trust and North Yorkshire Ambulance Service would decommission the defibrillator. The defibrillator needs a group to be responsible for: weekly checks, annual maintenance and the provision of consumables, to remain in active service. However, EM said there is a guide on what is required to support such a project and she had written a report</li> </ol>	LH

	<p>with all the information relating to equipment and ongoing maintenance requirements if anyone wished to take over the project. The chair also stated that as the parish council's facebook group had been created under her personal account she intended to close this shortly. The same was true for the parish council's email account although she would leave that available until the clerk's departure in December. The new clerk would have to set up another email account. The clerk stated that she would need to hand over the parish council 's paperwork to someone; there was not a great deal and she would save all the work she had done on to a computer memory stick. AA agreed to hold the parish council files until a new clerk could be recruited. He also agreed to take responsibility for recruiting a new clerk. EM advised him that all the model forms needed e.g. advert and interview questions could be found on the YLCA's website and she would send him the link. The chair also advised the council that the official parish website needed to be maintained as accounts, agenda and minutes were required to be published on it. AA said he would undertake to keep the website up to date. JR stated she would ask RF to arrange with the bank for statements to be sent to him after her departure.</p>	<p>JR AA AA  AA  JR</p>
5.	<p>To confirm the date and venue of the next scheduled ordinary meeting as 2 November 2020. This meeting to include setting the precept. To accommodate EM's commitments the date of the next meeting was changed to <b>3 November 2020</b>. This will be the last meeting of the Parish Council attended by EM and JR and election of a new chairperson will be included on the agenda. In accordance with national and YLCA guidance the meeting will be held by Audio Visual means.</p>	

Meeting closed at 7.40 pm