

## Minutes of the Extraordinary Parish Council Meeting

Held in Florence Nightingale Hall

Wednesday April 17th 2014 at 7.00pm

In Attendance: Cllrs: S Chambers, I Hooker, P Robinson, M Shields, M Taaffe-Finn (Chair), G Thorpe, J Ward

Also: Police, 3 members of the public, S Presland in an advisory capacity from DALC, the Clerk and A Wilson the new Clerk

### AGENDA

2082. To receive apologies for absence – Cllr M Wisser

2083. Variation of Order of business – None required

2084. Declaration of member's interests at meeting – None declared

2085. Public speaking - None

2086. To determine which items, if any of the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms (if required): - "In view of the confidential nature of **item 8** to consider a resolution to exclude the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item."

**RESOLVED** to exclude the public when item 8 is discussed

2087. Minutes of the monthly Meeting held on April 2<sup>nd</sup> 2014 - defer to the May 7<sup>th</sup> 2014 meeting

2088. **RESOLVED** to suspend standing orders at 7.05pm **RESOLVED** after discussion to go back in standing orders at 8.20pm

- **Dealing with members of the public and their behaviour at Meetings –**  
Advised that the meeting is the Council's meeting and standing orders state 15 minutes for the public to speak (3 minutes each person) there should be no discussion with the Councillors and if required agenda an item for the next meeting.
- **Public Speaking Part of the Meeting and Notes**  
Notes taken regarding the public speaking should be brief and no decisions can be made during this part of the meeting
- **Cllr Vacancy Advertising**  
The responsibility of the Council is for the Clerk to advertise the vacancy by posting a notice on the regular Parish Council notice board any other form of advertising the vacancy is permitted but not a requirement
- **Dealing with inflammatory correspondence**  
This type of correspondence should be passed onto the Chair who will then bring to the Council for a decision on how to proceed – the Clerk does not have to tolerate or deal with this type of correspondence
- **Disruption of Meetings**  
Any disruption at meetings can be dealt with by the Police to remove any offender and it is known that some Councils have taken an injunction out to prevent persistent offenders attending the meetings

- **Correspondence Sent to the Parish Clerk**  
All correspondence of the Council should be sent to the Clerk, however if the correspondence is inflammatory or threatening the Clerk should pass the correspondence onto the Chair who will then bring to the Council for a decision on how to proceed
- **Freedom of Information Requests**  
FOI requests should be clear and precise of what is required and dealt with accordingly and if agreed in a policy should be charged for and payment received prior to issuing any document copies
- **Harassment of employees**  
This is not acceptable as the Council have a duty of care to their employees and should be dealt with immediately by Police or legal steps if necessary employment law is very precise regarding harassment of employees and has zero tolerance
- **Minutes of Meetings**  
Minutes of meetings are taken by the Clerk and should state the resolution (decision) taken and are not verbatim – they are then signed at the following meeting, however the Clerk actions the decisions taken
- **Vexatious or Repeated Requests Policy to adopt**  
DALC policy to adopt at the May AGM
- **Public Notice of Support for our Parish Clerk**  
A notice is to be posted in the parish magazine and on the website stating their full support of the Clerk by the Council

2089. **Employment issues or items that may arise from the above items to be discussed in confidential session**  
**RESOLVED** to accept the advice given by DALC

2090. **Date of next Parish Council meeting – Annual Parish Meeting at 6.30pm and AGM May 7th at 7.00pm** in the Florence Nightingale Memorial Hall