

METHERINGHAM PARISH COUNCIL

High Street, Metherringham, LINCOLN, LN4 3DZ

☎ 01526 323100

✉ parishclerk@metheringham-pc.gov.uk

<http://parishes.lincolnshire.gov.uk/Metheringham/>



Minutes of Extraordinary Parish Council meeting held on **Monday 6th November 2023 at the Parish Council Offices, High Street, Metherringham, LN4 3DZ at 6.30pm.** A public session, lasting no more than 15 minutes, commenced at 6.15pm.

Present

F Pembery

S Peek

B Nelson

R Grummitt

K Parker (chair)

M Westerman (note taker)

J Simpson

No members of the public were in attendance.

Meeting opened 1832hrs

1. Chair comments

The chair explained the reason for the meeting was to formally approve the contract for the clerk and handyperson as well as to introduce the reasoning behind a Written statement of fact of employment.

Councillor Parker proposed Councillor Westerman to take minutes, seconded by Councillor Simpson and all in favour.

2. To resolve to accept Apologies for Absence and reasons given in accordance with Local Government Act 1972 S85(1)

Apologies received from Councillor Parry, Worthington and Tatton. Proposed to accept by Councillor Nelson, seconded by Councillor Peek and all in favour.

3. Members Declarations of Interests:

- a. Members may make any declarations of interest at this point but may also make them at any point during the meeting in accordance with Metherringham Parish Councils Code of Conduct
None

- b. Dispensations: To consider and grant dispensation to relevant members in accordance with Metherringham Parish Councils Code of Conduct
None received.

4. Public bodies (admissions to meetings act 1960 exclusion of the press and the public: to resolve that in accordance with Section 1(2) of the public bodies (admissions to meetings) act 1960 and by reason of the confidential nature of the remainder of the business the press and public be excluded.

Proposed by Councillor Grummitt, seconded by Councillor Pembery and all in favour.

5. To discuss and resolve the terms of reference for the amalgamated Finance committee and the Staffing committee.

Council were given the opportunity to peruse and discuss the draft proposal.

A number of amendments were proposed: Take out paragraph A from Comms and Change all references to Finance, Staffing and Communications committee

Subject to the above changes, Councillor Pembery proposed, seconded by Councillor Nelson and all in favour.

6. To receive an update on Clerks induction and documents issued during induction. (statement of fact)

The chair explained why a Written Statement of Fact of Employment had been issued, allowing the new clerk to start on 1st November. The template for the form had come from the ACAS site on the recommendation of LALC. This then gave the Council legality in starting the clerk's employment on the day. A copy of the induction checklist was also distributed for Council to see.

7. To discuss and resolve the Clerk's Employment contract and to issue to the clerk for acceptance.

Subject to the following changes:

Change "other" expenses to reasonable expenses

CiLCA training to be completed within 2 years and monitored on a regular basis.

Proposed by Councillor Simpson, seconded by Councillor Pembery and all in favour.

8. To discuss and resolve to accept the revised Handyperson's contract.

Councillor Grummitt proposed with a review to take place at the start of the next Financial year. Seconded by Councillor Peek and all in favour.

Meeting closed 1946hrs.

9. Date of Next Meeting 29th November 2023