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Metheringham Parish Council
(20/11/2024)

Draft Minutes of an Extraordinary Meeting
Held in the Parish Office 31a High Street Metheringham LN4 3DZ
20th November 2024

Members of Council:

The Chair Councillor Keith Parker (KP); the Vice Chair Councillor Roy Grummitt (RG); Councillor Mrs June Gwilym (JG); Councillor Ms Asia O'Sullivan (AO); Councillor Mrs Shirley Peak (SP); Counsellor Fran Pembury (FP); Councillor Mrs Catherine Redpath (CR); Councillor Rob Castle (RC); Councillor Dave Parry (DP); Councillor Malcolm Wallace MWa); Councillor Mike Westerman (MWe); Councillor Mark Worthington (MWo). Proper Officer of Council John F Money (JFM)

Attendance:

The Chair Councillor Keith Parker (KP); the Vice Chair Councillor Roy Grummitt (RG); Councillor Mrs June Gwilym (JG); Councillor Ms Asia O'Sullivan (AO); Councillor Mrs Shirley Peak (SP); Councillor Mrs Catherine Redpath (CR); Cllr Roy Castle (RG); Councillor Malcolm Wallace MWa); Councillor Mike Westerman (MWe); Councillor Mark Worthington (MWo). Proper Officer of Council John F Money (POJFM) Cllr Rob Kendrick CC (RK)

Public forum:

Cllr Rob Kendrick made comment relating to his monthly report. He also mentioned a Growth summit and other matters.

The Meeting moved into formal session;

Chair's opening remarks

1. Brief explanation of the circumstances to calling this meeting. After the usual housekeeping announcements. The Chair stated issues had transpired around the recent FOIA requests that required urgent action

2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 S85(1) Cllr Mrs Fran Pembury (Family). RG & AO, it was resolved to accept. Cllr Dave Parry (work) RC & M Wall, it was resolved to accept Cllr Mike Westerman (ongoing from the last meeting

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 Metheringham Parish Councils Code of Conduct: None.
- b. Dispensations: To consider and accept dispensation request received by the Temporary Clerk to relevant members in accordance with Metheringham Parish Councils Code of Conduct: None Requested.

- c. Members are reminded to review and revise their declaration of interest form held by NKDC where any change of circumstances have occurred.

4.To ratify the draft minutes from the 30th October 2024 meeting.

Proposed by MWO & seconded by RG. It was resolved to accept the draft minutes as a true and accurate record of the meeting

4. To review any matters arising (which are not agenda items) together with action items previously noted: None

Cllr Kendrick leaves the meeting

6.The Chair will ask Members to resolve to move the meeting into closed session with the public and press excluded as set out in the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 12a of the Local Government 1972 for this particular occasion.

7. Original FOIA: The request had been responded to by JFM with as much information available that was available at that time, considering only 18 hours should be expended. As per the ICO guidance a subsequent request for an internal review of the council's policies and procedures due to lack of information able to be supplied has been received, a resolution is required on how to address it.

A short debate took place and it was proposed by AO and seconded by RC the Chair KP and the Proper Officer JFM be given authority to engage an Internal Reviewer as four of the 20/40 working days allowed has already expired. **Action: KP & JFM**

(see below link.

8. Subsequent FIOA requests which have been made.

It was noted there had been two further FOIA request submitted which were more straight forward that JFM was working on

9. Temporary Clerks employment; Because the Chair if the Staffing Committee was not present this item was deferred.

10. Date of next meeting: 27th November 2024.

John F Money (Temporary Clerk) 24th November 2024

ico.org.uk/for-organisations/foi/guide-to-managing-an-foi-request/complaints-internal-reviews/