



SHERBURN-IN-ELMET
TOWN COUNCIL

Minutes of the Ordinary Meeting of SHERBURN IN ELMET TOWN COUNCIL

Date: Monday 15th April 2024

Time: 7.15pm

Venue: Cream Room, Eversley Park Centre, Low Street,
Sherburn in Elmet, LS25 6BA

The meeting opened at 7:17pm

In attendance: Cllr Tant-Brown, Cllr S Bradder, Cllr J Brook, Cllr D Buckle, Cllr N Commandeur, Cllr M Jordan, Cllr J Irvin and Cllr Limbert.

Officers: G Ashton, RFO and G Brennan, Deputy Clerk. No members of the public present.

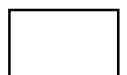
Late arrivals: none

early departures: none

The meeting opened at 7.16pm

MINUTES of the Ordinary Council Meeting

FC/24/294	<p>In the absence of the Chairman, the Vice Chairman, Cllr Tant-Brown took the Chairman's seat and proceeded to chair the meeting.</p> <p>To receive and approve reasons for absence</p> <p>a) To receive and note apologies for absence. Apologies were received in advance of the meeting from Cllr Baumann and Cllr Fenton. Cllr Ward not present.</p> <p>b) To consider to approve reasons for absence.</p> <p>Resolution: to accept and approve the apologies for absence from Cllr Baumann and Cllr Fenton. Unanimous.</p>
FC/24/295	<p>To note Dispensation Requests</p> <p>Any written requests for dispensation the Clerk may have received from Councillors. None.</p>
FC/24/296	<p>To receive Declarations of Interests from Members</p> <p>a. To receive Declarations of Interests from Members not already declared under members Code of Conduct or members register of interests, in any business to be transacted. None received</p> <p>b. To consider any dispensation requests received – none received</p>
FC/24/297	<p>Public Speaking session (20 minutes) - None present</p>
FC/24/298	<p>Reports from Other Authorities</p> <p>a) County Councillor – not present</p> <p>b) Police, Neighbourhood Policing Team & other authorities – not present</p>
FC/24/299	<p>a) To approve as a correct record the Minutes of the Full Council Meeting held on Monday 08th April 2024.</p> <p><i>Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</i></p> <p>Deferred to the next calendared meeting of full council, 22nd April 2024.</p>
FC/24/300	<p>Councillor Vacancies: <u>There is currently 1 vacancy</u></p> <p>a. To consider applications from eligible candidates for vacant Town Councillor seat. – None received.</p> <p>b. To approve the co-option of eligible candidates to vacant seats on Sherburn in Elmet Town Council – none received.</p>
FC/24/301 Personnel	<p>a) To approve the appointment of the interim clerk as per recommendations from Personnel Committee</p> <p>Resolution: to approve the RFO, Georgina Ashton as the Interim Clerk for a period of 12 months with a full review of staffing after 6 months. Unanimous.</p>



	<p>b) To receive any further recommendations from Personnel Committee</p> <p>Recommendations from Personnel Committee:</p> <p>(1) Recommendation: For all staff salaries to remain on their current bands and for Officer Contracts to be reissued where necessary. Unanimous</p> <p>(2) Recommendation: for the Interim Clerk to co-ordinate one staff member clerking full council meetings for a trial period. Unanimous.</p> <p>(3) Recommendation: for the Interim Clerk to produce the outcome report of the Skills Audit in the format of a Training and Development Plan. Unanimous</p> <p>Resolutions from Personnel Committee</p> <p>(1) Resolution: For fortnightly (formal) team briefings to take place for all staff. Interim Clerk reporting back to Personnel Committee. Unanimous</p> <p>(2) Resolved: For the Chairman of committee and Vice Chair to present the committee's recommendations to each member of staff individually. Unanimous</p> <p>(3) Resolved: For all recommendations and Chairman's report to go Full Council on 22nd April 2024. Unanimous</p> <p>(4) Resolved: For a new laptop to be purchased for the RFO as per the report circulated. Unanimous.</p> <p>(5) Resolved: For quotes for iterative backup software for SharePoint to be sourced before the next meeting.</p> <p>Members were happy to support both the recommendations and resolutions presented to full Council. In addition, vote of thanks from Cllr Commandeur to office staff, in particular to the Deputy Clerk and the RFO.</p>
FC/24/302 Asset Mgt and Events	<p>a) To consider the tender submissions for the Fairways Park project</p> <p>Resolution: for the Deputy Clerk to share the names of the companies who have presented the tender submission. Unanimous.</p> <p>Resolution: to update the Financial Regulations to reflect that tender submissions are no longer presented "blind" to members. Unanimous.</p> <p>Suggestion that this is brought back to full council on 22nd April at Full Council meeting.</p> <p>Resolution: for the Consultant to approach all 3 tender applicants, inviting them to provide additional information as follows:</p> <p>a) 2 references</p> <p>b) invitation to provide revised quotations to reduce the costings</p> <p>c) commitment on timings of start and completion date</p> <p>d) profile and example of similar / local works. Unanimous.</p> <p>Resolution: to bring back the tender submissions for consideration on Monday 22nd April 2024 at full council meeting. Unanimous.</p> <p>Resolution: for the officer to provide feedback to the Consultant with regard to the tender report (recognition of professional relationship, but to include feedback on relationships with the tender applicants, opportunity to revise/ amend tender submissions, profile and references to be added as part of the tender report). Unanimous.</p>
FC/24/303	To receive and note Representative Reports & Information Exchange
FC/24/304	Correspondence: To note list of correspondence circulated (not specifically dealt with on this agenda) – none.
FC/24/305	To consider agenda items for the next meeting – passed to the Deputy Clerk before Wednesday.
FC/24/306	Date of next meeting – Monday 22 nd April 2024

The meeting closed at 20:02

Chairman's signature: _____

Date: _____

