



WALDRIDGE PARISH COUNCIL

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23rd January 2020

To: The Chairman and members of the **WALDRIDGE PARISH COUNCIL**
(Councillors Bell, Corner, Davies, Foster, Harding, Howie, McCrystal, Moist, Morrison and Sexton)

Minutes from meeting:-

BUSINESS

1. Welcome – *The Chair (Graham) welcomed everyone to the meeting.*
2. To appoint a Councillor to take the minutes of the meeting. *Cllr Moist proposed Cllr Sexton take the minutes, all agreed.*
3. To receive apologies for absence - to note all apologies and reasons must be submitted in writing to the Clerk prior to the meeting. *Chair advised no apologies received. It was noted Cllr McCrystal was not present. However, it was noted that perhaps she was unaware that she needed to inform the Clerk when absent.*

Decisions required:- To agree whether to accept any apologies submitted.

4. To receive and accept any Disclosable Pecuniary Interests from members in any item to be discussed. To remind members, if any changes in circumstances, that new forms need to be submitted. *None declared.*
5. Staffing (attached)
6. To note date and time of next meeting – *TBC.*

5. STAFFING:

a) Pensions

Item deferred from December 2019 meeting. To discuss staff pensions. To consider any additional information received from relevant Councillors.

Decisions Needed:-

To confirm that the Clerk is eligible, and should be entered into the Local Government Pension Scheme. To note that the Council's contributions must be backdated to when the Clerk first became eligible. To agree whether to pay the Clerk's backdated contributions.

Discussion/Outcome – *Chair advised he had scheduled this Extraordinary Meeting (EOM) given Contract of Employment (CoE) was not on previous agenda and therefore discussing it was illegal.*

Cllr Sexton said he believed that given Pensions, which was on the agenda and is incorporated into the CoE and these are inextricably linked, then we had the right to discuss both. Additionally, for the first time since joining WPC, Cllrs were not allowed to add to the agenda for the 6th January 2020, which he felt was unfair. The five Cllrs at the staffing meeting agreed to discuss CoE given we needed to make sure we expedited staffing elements for Clerk asap.

Cllr Davies asked where the minutes from 6th January 2020 were. Cllr Sexton said he'd issued to the five Cllrs, as agreed, for review, prior to full issue and signing off by Chair. Cllr Harding suggested we move onto the motion/decision on pensions, which she believes is more important than CoE and Job Description changes.

Cllr Moist agreed and stated had Cllr Morrison been allowed to fulfil her action from 6th January meeting, perhaps we would have had a clearer view of Sarah's concerns. Cllr Bell read out the whole correspondence from Clerk to WPC for clarity and suggested we now go to a vote on the motion.

Cllr Sexton raised a point of order, stating that he believed we were in breach of Standing Orders 7a/b & 9b (Cllr Sexton read these out), whereby, we can't discuss a motion/decision something which has already been actioned upon and is still ongoing. It was agreed we should move to second item on the agenda.

However, all agreed we should write to the Clerk to put her mind at ease and that we are trying to expedite to resolution as soon as possible.

Action – agreed Chair would write to the Clerk outlining WPC strategy and timeline.

b) Job Description

To discuss potential staff job descriptions. To consider any additional information received from relevant Councillors.

Decisions Needed:- To agree job descriptions to propose to staff.

Discussion/Outcome – *It was agreed we should allow Cllr Moist and Morrison a week to carry out Pension, Job Description and CoE review and propose amendments, which will be reviewed by Full Council, prior to any decision being made.*

c) Staffing Committee

Item deferred from December 2019 meeting. To discuss the formation of a staffing committee.

Decisions Needed:- To agree to form a staffing committee, and to agree who will be members of this. To note that terms of reference will need to be drawn up and approved at the next Council meeting.

Discussion/Outcome – *It was agreed that we did not want a Staffing Committee and that everything should be via Full Council.*