

MINSTER-ON-SEA PARISH COUNCIL

Minutes of the Extraordinary Council Meeting of Minster-on-Sea Parish Council (MPC) held at Minster-on-Sea Parish Council [Public Office], Love Lane, Minster-on-Sea ME12 2LP on Thursday 7th September 2023 from 6.30 pm to 7.25 pm.

Present	Councillors:- Martin Hawkins, Elliott Jayes (Chair), Peter MacDonald, Ben Pointing, Jill Stimson
Officers	Officers: Donna Swarbrick (Administration Assistant)
2023/58	Emergency Evacuation Procedure: The Chair advised the meeting of the evacuation procedures to follow in the event of an emergency.
2023/59	To receive apologies Resolved with apologies noted from Minster-on-Sea Parish Cllr T Nundy (work commitment), Cllr M Tucker (prior commitment) and Cllr D Wooster (meeting at Swale Borough Council) No other apologies were received.
2023/60	<u>To receive any declarations of interests from Members –</u> The Chair asked Members if they have any interests to declare in respect of items on this agenda, under the following headings: (a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking. (b) Disclosable Non-Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter. (c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered. Advice to Members - If any Councillor has any doubt about the existence or nature of any DPI or DNPI which they may have in any item on this agenda, they should seek advice from the Monitoring Officer, as early as possible, and in advance of the meeting Resolved with no declarations made.
2023/61	Long Term Sick Policy To adapt Long Term Sick Policy, September 2023 Resolved – it was proposed by Cllr Jayes, seconded by Cllr Pointing and motion carried to adopt the policy.
2023/62	To agree to allocate to the budget a line for external HR support for up to £10,000. Resolved – it was proposed by Cllr Pointing, seconded by Cllr Stimson and motion carried to add a budget line for external HR support for up to £10,000.

2023/63	<p>To agree to appoint Worknest as the Council's external HR support provider as recommended by NALC/KALC</p> <p>Resolved it was proposed by Cllr. Pointing and seconded by Cllr. J Stimson and the motion carried to appoint Worknest as the Council's external HR support provider.</p>
2023/64	<p>To agree to appoint a locum clerk funded from the salary line of the budget.</p> <p>Cllr E Jayes reported to the Council that it had been very difficult to find locum clerk support. Kent Local Council Services were already running at full capacity and SLCC had not replied to his query. He made a recommendation to appoint the current in post Administration Assistant as interim acting Clerk and Responsible Financial Officer and a recommendation to be put to the Financial and General Purposes Committee for the Administration Assistant to register for the qualification Certificate in Local Council Administration (CiLCA) and for a salary review to take place to reflect responsibilities.</p> <p>Resolved it was proposed by Cllr Pointing, seconded by Cllr MacDonald and motion carried to appoint Donna Swarbrick, Administration Assistant as interim acting Clerk and Responsible Financial Officer.</p>
2023/65	<p>To appoint an internal auditor</p> <p>Quotes were shared from internal auditors. The Council agreed to appoint Martin Thomas & Co as it's Internal Auditor and for them to also be asked to carry out a health check.</p> <p>Resolved it was proposed by Cllr Hawkins, seconded by Cllr MacDonald and motion carried to appoint Martin Thomas & Co as the Internal Auditor for Minster-on-Sea Parish Council.</p>
2023/66	<p>To discuss feedback and questions from the external auditor</p> <p>An email was shared from the External Auditor and the information noted. It was delegated to the acting Clerk to reply in consultation with the Chair and Vice Chair</p>
2023/67	<p><u>EXCLUDED ITEM MINUTE 2023/67</u></p> <p>i. Staffing Matter</p> <p><u>Note:</u> D Swarbrick left the room for this item.</p> <p>The matter of staffing was briefly updated.</p> <p>ii. Continuity of business plan</p> <p>A Continuity of Business Plan policy was shared with the Members. This policy is to be adopted by the Council and reviewed annually.</p> <p>Resolved it was proposed by Cllr Hawkins, seconded by Cllr MacDonald and motion carried to adopt the policy.</p>

Reports and Minutes are available for inspection on the Parish Council's website or by request

Signed: _____ Date: _____

Print Name: _____
Chair