

**MINUTES OF EXTRAORDINARY MEETING OF KEDINGTON PARISH COUNCIL
THURSDAY, 14 JANUARY 2010
HELD AT THE LIBRARY, ARMS LANE, KEDINGTON**

Present:

Cllr Terry Wheeler –Chairman of Parish Council
Cllr Jennifer Bradnam
Cllr Gloria Double
Cllr Peter Donoghue
Cllr Peter Garner
Cllr Richard Hobbs
Cllr Zoe Palmer

Ms Marion Farrant (Clerk)

		ACTION
1	<p>Welcome and apologies</p> <p>The Chairman welcomed all present to the Extraordinary Meeting, which had been called to act upon information received during recent Training Seminar on Model Code of Conduct Training. There were no apologies for absence.</p>	
2	<p>Matters arising from SALC Training Session held on 05 January 2010 regarding formation and dissolution of Committees</p> <p>The Chairman reported that during the training session it had become apparent that when Councillors served on Committees set up by the Parish Council, members of these Committees should be nominated, seconded and voted on. This had not been the case with the Parish Council over the past few years, with Councillors putting themselves forward to serve on a Committee and no formal proposal, seconding and voting taking place. It was unanimously agreed that this matter should be resolved with immediate effect and Standing Orders amended to reflect this.</p> <p>The Chairman also reported that SALC had advised the current Parish Council Committees set up for Discipline & Grievance (Employees), i.e. Staffing and Appeal Committee should be restructured to cover a wider spectrum. If agreed this would help the Parish Council work more professionally.</p>	
3	<p>Dissolution and Formation of Committees for Kedington Parish Council</p> <p>A resolution was put forward by Cllr Garner, seconded by Cllr Bradnam and agreed by unanimous vote, to dissolve the current Staffing and Appeal Committee.</p> <p>A resolution was put forward by Cllr Hobbs, seconded by Cllr Palmer and agreed by a unanimous vote, to dissolve the old Staffing and Appeal Committees and reform one new Committee under the heading, Employment Grievance and Policy Committee.</p> <p>A resolution was put forward by the Chairman, seconded by Cllr Garner and agreed by a unanimous vote to dissolve the current Finance Committee and form a new one.</p> <p>It was further agreed, after recommendation by the Chairman, that each Committee should have a minimum of four members and preferably up to six members, which would cover absence issues and enable Committees to remain quorate.</p>	

New Employment, Grievance and Policy Committee:

Cllr Hobbs was nominated by Cllr Wheeler, seconded by Cllr Garner; unanimous vote.

Cllr Garner was nominated by Cllr Hobbs, seconded by Cllr Bradnam; unanimous vote.

Cllr Palmer was nominated by Cllr Donoghue, seconded by Cllr Wheeler; unanimous vote.

Cllr Wheeler was nominated by Cllr Palmer, seconded by Cllr Donoghue; unanimous vote.

Cllr Double was nominated by Cllr Hobbs, seconded by Cllr Bradnam, two votes for; four against, not carried.

Cllr Bradnam was nominated by Cllr Donoghue, seconded by Cllr Garner; unanimous vote.

New Finance Committee:

Cllr Donoghue stated although he was Vice-Chairman of the Parish Council he did not have enough time to attend another meeting each month and requested no nominations.

Cllr Garner was nominated by Cllr Wheeler, seconded by Cllr Hobbs; unanimous vote.

Cllr Wheeler was nominated by Cllr Garner, seconded by Cllr Hobbs; unanimous vote.

Cllr Double was nominated by Cllr Wheeler, seconded by Cllr Garner, two votes for; four against, not carried.

Cllr Palmer was nominated by Cllr Garner, seconded by Cllr Bradnam, five votes for, one against, carried.

Cllr Bradnam was nominated by Cllr Garner, seconded by Cllr Wheeler, five votes for, one against, carried.

Cllr Hobbs was nominated by Cllr Wheeler, seconded by Cllr Bradnam; unanimous vote.

There was a query by Cllr Double as to whether she could vote for herself. The Local Council Administration Book by Charles Arnold-Baker was consulted but this did not give a clear indication either way. Clerk requested to seek clarification from SALC. It was noted, however, that this would not affect the outcome of the vote for Cllr Double's nominations.

At the conclusion of formation of new Committees, Cllr Hobbs, with the Chairman's permission, asked if all Councillors were happy with the newly formed Committees, pointing out to all present, that now was the time to voice any opinions/objections, rather than raising any when the meeting had been concluded. No opinions/objections were raised by any Councillor.

4 Ratify and adopt changes to Standing Orders in line with items 2 and 3 above

The Chairman proposed the following amendments to Standing Orders. These amendments were seconded by Cllr Hobbs and unanimously agreed by all present.

1. The formation of all Parish Council Committees will be by nomination, nomination seconded and a vote taken. In the event of a split vote, the Chair will have the casting vote.
2. All Councillors must conduct themselves in a proper and professional manner at all times when attending meetings and must go through the Chair when wishing to speak.

3. The Chair will not allow personal insults, interruptions of fellow Councillors, cross talking, muttered comments or referral back to an agenda item once a democratic decision has been made. Once a democratic decision has been made on an agenda item, it will only be re-visited in the event of changing circumstances appertaining to the original agenda item.
4. The Chair can ask an offending Councillor to leave the meeting if they continually transgress the above. If the offending Councillor refuses to leave when asked, the Police may be called to escort the offending Councillor from the meeting. Alternatively, the Chair has the right to stop and close the meeting.
5. Councillors may contact the Chairman during the hours of 9.00 a.m. to 5.00 p.m. but only in an emergency and the duration of the call will be no longer than five minutes. Calls to the Chairman are **not** to be made after 7.30 p.m. Monday to Friday and with no calls at weekends unless an emergency. E-mails are permitted to be sent after 7.30 p.m. weekdays and at weekends.
6. Councillors may contact the Clerk, Monday to Friday from 9.00 a.m. to 7.30 p.m. If the Clerk is not available on the office telephone during these hours, she may be contacted on her mobile telephone number. The Clerk should only be contacted on her mobile telephone number at weekends in the event of an emergency that cannot wait until the Monday. E-mails may be sent to the office at weekends and will be dealt with when the Clerk is next in the office. If the e-mail appertains to an urgent matter, it is preferable to contact the Clerk on her mobile telephone.

5 **Delegation of Emergency Powers to the Clerk in event of an emergency and possible formation of an Emergency Committee**

A resolution was put forward by the Chairman, seconded by Cllr Garner and agreed by all present that the delegation of emergency powers should be given to the Clerk, as first point of contact in the event of an emergency. It was agreed that the Finance Committee should, at some point, agree a sum of money that the Clerk could use in the event of an emergency.

It was further agreed that the Parish Council should look at the possibility of setting up an Emergency Committee, consisting of two Councillors and various Parishioners who have good local knowledge/access to resources. The Chairman will seek Parishioners opinions in the next Chairman's Letter.

The meeting closed at 9.45 p.m.

Signed Date