

## MINUTES

### Herstmonceux Parish Full Council Extra-Ordinary Meeting Monday 21st March 2022 2:30p.m Herstmonceux Village Information Centre

#### Councillors in attendance:

**Herstmonceux Parish** - Jenny Alder- **Ch**; Jo Angear; Ketill Game; Emma Goodsell; Heather Kenward; Bryan Naish; Peter Watson.

**Wealden District – 0**

**East Sussex County Council – 0**

**Clerk/RFO/Admin Assistant in attendance –** Maxine Hoad

**Members of the Public – 0**

Number	Item	Action
i. FCL_2022.03.21	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>The Chair opened the meeting at 2.28pm, welcomed everyone and reminded all that this meeting was being recorded.</p> <p><b>Apologies had been received from Cllrs:</b></p> <p>Cllr Porter Cllr Harding Cllr Stewart Cllr Lee</p> <p>Apologies were accepted.</p>	
ii. FCL_2022.03.21	<p><b>DECLARATIONS OF MEMBERS' INTERESTS</b></p> <p>Declarations of Member's Interests were as declared at beginning of this administration term.</p> <p><b>There were no declarations of interest recorded for the items on this agenda.</b></p>	
iii. FCL_2022.03.21	<p><b>MEMBERS DISPENSATION REQUESTS</b></p> <p>There were none</p>	
iv. FCL_2022.03.21	<p><b>PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA</b></p> <p>This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes</p> <p><b>'PLEASE NOTE THAT IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS ON THIS AGENDA, THE PRESS AND PUBLIC MAY BE EXCLUDED UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960'.</b></p> <p>No members of the public were present / asked to speak</p>	
v. FCL_2022.03.21	<p>i. Employ a locum Clerk/RFO – to carry out basic duties to cover Clerk's sickness note and associated costs, to be provided at the meeting.</p>	

- ii. Employ an independent advisor/investigator - to carry out work on behalf of the council in respect of processing the complaints received.
- iii. To approve the cost for employment of independent advisor – details to be advised at the meeting.

Cllr Alder discussed the need for a Locum RFO/Clerk to cover basic duties of the Clerk for the period of Clerks sickness.

Councillors discussed the hours that would be needed for the locum to cover these basic duties and to propose this to the locum for employment. Councillors asked Maxine Hoad (administration assistant) of her availability to do extra to help cover this period as well. Maxine Hoad stated she could do extra during this period of approximately 5 hours added to the 10 hours contracted. Councillors were concerned that administration assistant doesn't take on too much work and felt the locum would be helpful especially with the meetings.

Council discussed what hours would be needed for the locum to do to carry out tasks including meetings that could not be covered by Administration assistant. The Locums' costs are £20ph and Councillor Alder proposed to suggest up to 10 hours maximum a week but stated the Locum is flexible and is also an RFO.

Councillor Kenward discussed the difficulties of getting the end of year finance and producing reports on and off scribe. As the locum does not use scribe it was proposed to approach Keith Robertson (scribe trainer) to assist with end of year finance reports if necessary.

**Proposed** by Councillor Kenward, **seconded** by Councillor Alder all in agreement.

It was proposed that Herstmonceux Parish Council employ the Locum for up to 10 hours a week to mainly cover meetings and minute taking.

**Proposed** by Councillor Alder to ask for locum to be present at the planning meeting and any future meetings (if sickness continues) up to 10 hours a week. **Seconded** by Councillor Watson all in agreement.

Administration assistant left the meeting at this time 2:45pm

Proposal to employ an independent advisor/investigator for sum of £700 to investigate the complaints received. Proposed by Councillor Watson seconded by Councillor Game.

Cllr Angear abstained the rest in favour.

#### **CLOSE OF MEETING**

The meeting closed at 2:45

**Date of next meeting – Monday 28<sup>th</sup> March 2022, 7.00pm**