

CRINGLEFORD PARISH COUNCIL

A MEETING OF CRINGLEFORD PARISH COUNCIL WAS HELD ON WEDNESDAY 9th SEPTEMBER 2015 AT THE WILLOW CENTRE, CRINGLEFORD AT 9.00 AM

Present:-

Professor M Wagstaff (MW)
Mr J Canham (JC)
Mr M Jalil (MJ)

Mr D Baldwin (DB)
Mr C Hopper (CH)
Mrs I Kirk (IK)

In attendance:-

Heidi Frary (HF) – Clerk
Steve Jackman (SJ) – Temporary Facilities Manager (for item 1)
1 member of the Public

Before the formal business John Canham argued that the Council made a poor decision by not co-opting to fill two of the Council vacancies at the last meeting. There was lengthy debate and the decision was upheld.

1 To receive apologies for absence.

None.

2 Register of Members Interests – Members are invited to declare pecuniary or interests other than pecuniary in items on the agenda. It is a requirement of the Parish Councils (Code of Conduct) that declarations from a member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary.

None.

4 To receive the ‘Facilities Report’ by the Chair of the Council and discuss the staffing structure including applications received for the post of Parish Clerk.
MW had previously circulated his report.

SJ explained that he feels that at a higher utilization TWC could reach an equilibrium. There was discussion about the possibility of online booking management and the issues surrounding multiple people taking bookings creating logistical errors. DB to research on line booking systems for the October meeting.

DB

SJ suggested the Council work with two or three companies to provide building maintenance contracts and is looking into this as part of his role. JC suggested contracting out cleaning however SJ explained that the caretakers provide the cleaning service whilst they are on site and looking after with hirers.

There was discussion about the need to staff TWC when there are hirers in the building and how this relates to the pavilion.

There was discussion about the PWLB loan costs coming straight from the precept and not from TWC accounts. To be added to the October agenda for discussion.

CLERK

SJ explained that there needs to be one full time equivalent employee office staff for TWC and suggested appointing a part time receptionist / administrator to give short term clerical support. It was agreed that the appointment of a part time temporary clerical assistant be delegated to the Facilities Manager. Proposed: DB, seconded: CH and all in favour. In the longer term the Council should look to make a permanent appointment from November. Proposed: CH, seconded: JC

SJ

SJ left the meeting at 10.15am

3 To receive a report by the Chair of the Council to discuss the structure of the Council and agree to the membership of the advisory groups

Thanks were recorded to CH and Annette Howlett for their work in drafting the paper. MW reminded the Council that conversations should not be held across the table but people should speak through the Chair and should not speak at once. Councillors were requested to consider their views on matters, and if necessary circulate a positional paper before the meeting.

MW has updated Standing Orders. The Clerk will circulate to all Councillors before the October meeting ready for ratification.

Clerk

It was agreed that advisory groups should be reformed with the initial membership as follows:

Environment & Planning – (Committee) – M Wagstaff (Chair), M Jalil, I Kirk

Finance – C Hopper (Chair), J Canham

Facilities – I Kirk (Chair), D Baldwin and M Wagstaff

Personnel – to be formed if needed

Transport – D Baldwin (Chair)

It was noted that any Council members can attend meetings of the groups. These groups should produce notes and not formal minutes with the exception of the Environment & Planning Committee.

Proposed: MW, seconded: IK and unanimously agreed.

Transport group will initially look at the yellow lines within the Parish and the city transport systems.

DB suggested that the communications be improved and facebook / website / twitter either be updated regularly or the pages removed.

Interview for the Parish Clerk position will be conducted by MW, IK and JC. CH will be the replacement if necessary. Proposed: MJ, seconded: DB. They have the delegated authority to either appoint or re-advertise as they see appropriate.

Proposed: MJ, seconded: CH and unanimously agreed

4 Agenda items for the next meeting

Standing Orders and Code of Conduct

Internal Audit report

Parish Clerk recruitment update

RTI for bus shelters

- 5** The next meeting of Cringleford Parish Council to be held on Thursday 8th October 2015 at 7.30 p.m. at The Willow Centre
Apologies received from CH, IK and the Clerk

The meeting was closed at 11am.