

**REPORT OF THE ANNUAL MEETING OF THE COUNCIL, HELD IN THE ASSEMBLY ROOMS, THORNE ON TUESDAY 10<sup>th</sup> MAY 2016 AT 7.00PM.**

**Present:** Cllr S.J.Durant (Chair after item 2889)

Cllrs. C.Blackham, J.Blackham, A.Brookes, M.Hennessey, A.Jones, J.Phillips, R.Porter, R.Turner, R. Walker and M.Williams.

Cllr. M.Houlbrook (arrived 7.10pm)

There were 10 members of the public present.

Mayor Cllr Richard Walker in the Chair.

**2889. APPOINTMENT OF TOWN MAYOR**

Cllr.A.Brookes and Cllr. S.Durant were each proposed and seconded for the post of Town Mayor for the forthcoming year. A vote was taken with 5 votes for Cllr. A. Brookes and 6 votes for Cllr. S.Durant.

**RESOLVED: That Cllr. S.Durant be appointed Town Mayor.**

The outgoing Mayor, Richard Walker, congratulated Cllr. Susan Durant and handed over the Mayor's Chain of Office.

Cllr. R.Walker left the meeting.

**2890. MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

The Mayor duly signed the declaration of office which was witnessed by the Town Clerk.

Cllr. S.Durant then took the Chair. She thanked the outgoing Mayor and fellow Councillors and said that she was proud to represent the people of Thorne and Moorends and that during her term of office she would focus on the local community. She said that she hoped the Council would be positive and engaging.

**2891. APOLOGIES**

Apologies were received as follows:

Cllr. D.Barton – Illness

Cllr. M.Houlbrook – due to work commitments would be late for the meeting.

**RESOLVED: That the apologies be accepted.**

**2892. DECLARATIONS OF INTEREST AND DISPENSATIONS**

There were no declarations.

**2893. APPOINTMENT OF DEPUTY MAYOR**

Cllr. M.Hennessey and Cllr. M.Houlbrook were each proposed and seconded for the post of Town Mayor for the forthcoming year. A vote was taken with 5 votes for Cllr. M.Hennessey and 6 votes for Cllr. M.Houlbrook.

**RESOLVED: That Cllr. M. Houlbrook be appointed as Deputy Mayor.**

**2894. DEPUTY MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

The Deputy Mayor signed the declaration of office (7.10pm) which was witnessed by the Town Clerk.

## **2895. LEADER OF THE COUNCIL**

Cllr. J.Blackham and Cllr. M.Williams were each proposed and seconded for the position of Leader of the Council. A vote was taken with 6 votes for Cllr. J.Blackham and 4 votes for Cllr. M.Williams.

**RESOLVED: That Cllr. J.Blackham be appointed as Leader of the Council for the forthcoming year.**

## **2896. DEPUTY LEADER OF THE COUNCIL**

Cllr. M.Houlbrook and Cllr. R.Turner were each proposed and seconded for the position of Leader of the Council. Cllr. Turner declared he did not wish to be considered for the position.

**RESOLVED: That Cllr. M.Houlbrook be appointed as Deputy Leader of the Council for the forthcoming year.**

**Cllr. M.Houlbrook joined the meeting at 7.10pm.**

## **2897. STANDING COMMITTEES**

### **2897.1 APPOINTMENT OF CHAIR AND VICE CHAIR OF STANDING COMMITTEES**

#### **2897.1.1 CHAIR OF POLICY AND RESOURCES COMMITTEE**

Cllr. M.Houlbrook and Cllr. M.Williams were each proposed and seconded for the position of Chair of the Policy and Resources Committee. A vote was taken with 7 votes for Cllr. M.Houlbrook and 4 votes for Cllr. M.Williams.

**RESOLVED: That Cllr. M.Houlbrook be appointed Chair of the Policy and Resources Committee.**

#### **2897.1.2 VICE CHAIR OF POLICY AND RESOURCES COMMITTEE**

Cllr. J.Blackham and Cllr. M.Hennessey were each proposed and seconded for the position of Vice Chair of the Policy and Resources Committee. A vote was taken with 7 votes for Cllr. J.Blackham and 4 votes for Cllr. M.Hennessey.

**RESOLVED: That Cllr. J.Blackham be appointed Vice Chair of the Policy and Resources Committee.**

#### **2897.1.3 CHAIR OF PLANNING AND AMENITIES COMMITTEE**

Cllr. Cllr. S.Durant and Cllr. R.Walker were proposed and seconded as Chair of the Planning and Amenities Committee. A vote was taken with 7 votes for Cllr. S.Durant and 4 votes for Cllr. R.Walker.

**RESOLVED: That Cllr. S.Durant be appointed Chair of the Planning and Amenities Committee.**

#### **2897.1.4 VICE CHAIR OF PLANNING AND AMENITIES COMMITTEE**

Cllr. A.Brookes and Cllr. J.Phillips were proposed and seconded as Vice Chair of the Planning and Amenities Committee. A vote was taken with 4 votes for Cllr. A.Brookes and 7 votes for Cllr. J.Phillips.

**RESOLVED: That Cllr. J.Phillips be appointed as Vice Chair of the Planning and Amenities Committee.**

**2897.2 STANDING COMMITTEES**

Consideration was given to Standing Committees for 2016-17.

**RESOLVED: That the following Standing Committees operate for the following year:**

- a. POLICY AND RESOURCES**
- b. PLANNING AND AMENITIES**

**and that all Councillors should be members of the Standing Committees.**

**2898. MINUTES**

Consideration was given to signing the minutes of the Policy and Resources Committee meeting held on Tuesday 12<sup>th</sup> April 2015, pages 4280 to 4289.

**RESOLVED: That the minutes be signed.**

**2899. CODE OF CONDUCT, STANDING ORDERS AND FINANCIAL REGULATIONS (REVISED)**

The Clerk reported that it is recommended by NALC that the Council's core documents are reviewed on an annual basis. He said that having reviewed the current documents he had identified some amendments and were drawn from model documents drawn up by NALC, amended to meet the needs of this Council.

**Code of Conduct**

1. The only amendment proposed to this document is the inclusion of the Social Media policy that was approved last year.

**Social Media Protocol**

*16. Where Councillors are commenting on Council issues, or matters which may be seen to be Council issues:*

- a. Any use of Social Media should be considered in the light of the Code of Conduct, regardless of the intended audience.*
- b. Social Media should primarily be used to promote the activities of the Council, and deal with factual issues.*
- c. Social Media should not be used to criticise policies or activities of the Council where there are alternative routes for these issues to be addressed or debated.*

**Standing Orders**

2. A revised model document had been produced by NALC which primarily involved some reordering and tidying of wording. There are no substantial changes to current procedures.

**Financial Regulations**

3. A revised model document had been produced by NALC which included a number of changes which were identified in red within the document circulate:

1. General

*1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.*

6. Instructions for the Making of Payments

6.4 Cheques or orders for payment drawn on the bank account in accordance with the

schedule as presented to council or committee shall be signed by two members of the Council, and countersigned by the Clerk, in accordance with a resolution instructing that payment. *A member who is a signatory, having connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.*

#### 11. Contracts

b. *Where the Council intends to procure or award a public contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.*

c. *The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>1</sup>.*

g. *Any invitation to tender issued under this regulation shall be subject to Standing Orders 18, [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.*

h. *When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.*

The model document also included the option for electronic banking. These sections have been deleted as they have not been agreed by the Council.

**RESOLVED: That revised Code of Conduct, Standing Orders and Financial Regulations be adopted by the Council, and a copy provided to all Councillors.**

#### **2900. BANK SIGNATORIES**

Consideration was given to signatories for the Current Accounts and Savings Account.

It was proposed that all Councillors become signatories – this was rejected.

It was proposed that the signatories be the Chairs and Vice Chairs of the Committees plus the Mayor.

**RESOLVED that Cllrs J.Blackham, S.Durant, M.Houlbrook and J.Phillips be signatories for the Current Accounts and Savings account**

## **2901. SUB-GROUPS**

Consideration was given to the membership of Sub-Groups for 2016-17 was considered. Nominees with votes received were as follows:

### **a) Events Sub Group - 5 members**

Cllrs. J.Blackham, S.Durant, M.Houlbrook, A.Jones and J.Phillips were nominated and seconded without opposition.

### **b) Neighbourhood Plan**

It was suggested that there be three representatives from the Labour Party and two from the Community Group.

Nominations: Cllrs. S.Durant, M.Houlbrook and J.Phillips (Each Councillor received 6 votes in favour and 4 abstentions)

Cllr. A. Brookes received 7 votes and 3 abstentions.

Cllr. M.Hennessey received 2 votes in favour and 6 against and was therefore not selected.

Councillors decided that the remaining seat would be offered to one of the Councillors to be elected in June.

### **c) Moorends Welfare Working Group (2)**

The following Councillors were nominated:

Cllrs. S.Durant - 6 Votes for and 1 abstention

Cllr. J.Phillips - 6 Votes for and 1 abstention

Cllr. M.Hennessey – 2 Votes for and 6 abstentions

### **d) Staffing Sub-Group**

The following Councillors were nominated:

Cllrs. J.Blackham - 6 Votes for and 2 abstentions

Cllr. M.Houlbrook - 6 Votes for and 2 abstentions

Cllr. S.Durant – 6 Votes for and 2 abstentions

### **e) Complaints Sub-Group**

The following Councillors were nominated:

Cllrs. J.Blackham - 6 Votes for and 2 abstentions

Cllr. M.Houlbrook - 6 Votes for and 2 abstentions

Cllr. S.Durant – 6 Votes for and 2 abstentions

**RESOLVED that the following representatives be appointed for the following year:**

**a) Community Sub-Group (incorporated Events) – Cllrs J.Blackham, S.Durant, M.Houlbrook, A.Jones and J.Phillips**

**b) Neighbourhood Plan – Cllrs A.Brookes, S.Durant, M.Houlbrook and J.Phillips plus one new Councillor in June.**

**c) Moorends Welfare Working Group – Cllr S.Durant and Cllr J Phillips.**

**d) Staffing Sub-Group – Cllrs J.Blackham, S.Durant and M.Houlbrook.**

**e) Complaints Sub-Group – Cllrs J.Blackham, S.Durant and M.Houlbrook.**

## **2902. REPRESENTATIVES OF EXTERNAL ORGANISATIONS**

Consideration was given to the membership of external organisation. Nominees with votes received were as follows:

E-on Grants Panel (2) - Cllrs M Houlbrook and S.Durant (6); Cllr A.Brookes and R Turner(2)  
 Brooke's Trust (2) – Cllrs C.Blackham and J.Phillips (6); Cllrs A.Brookes and R.Walker (4)  
 Doncaster MBC Parish Council Joint Consultative Committee (1 plus reserve) – Cllr J.Phillips  
 (6) Reserve Cllr. S.Durant (6)  
 Thorne and Hatfield Moors Conservation Forum – Cllr R Porter (6); Cllr R Turner (3)  
 Thorne Town Community Angling Association – Cllr R.Porter (6) Cllr M Hennessey (4)  
 Travis Trust – Cllr J.Phillips (6); Cllr A Brookes (4)  
 Friends of Thorne Community Wood – Cllr J.Phillips (6) M Hennessey (4)  
 Glebe Road Allotments Association – Cllr S.Durant (6) Cllr D.Barton (4)  
 Public Rights of Way Forum – Cllr J Blackham (6) Cllr R Walker (4)  
 North East Doncaster Citizens Advice Bureau – Cllr. J.Phillips (6)

**RESOLVED that the following representatives be appointed for the following year:**

- a) E-on Grants Panel – Cllrs S.Durant and M.Houlbrook**
- b) Brooke's Trust – Cllrs C.Blackham and J.Phillips**
- c) DMBC Joint Councils Consultative Committee – Cllr J.Phillips and Cllr S.Durant (reserve)**
- d) Thorne and Hatfield Moors Conservation Forum – Cllr R Porter**
- e) Thorne Town Community Angling Association – Cllr R.Porter**
- f) Travis Trust – Cllr J.Phillips**
- g) Friends of Thorne Community Wood – Cllr J.Phillips**
- h) Glebe Road Allotments Association - Cllr S.Durant**
- i) Public Rights of Way Forum - Cllr J.Blackham**

### **2903. MATTERS RAISED BY THE PUBLIC**

The following issues were raised:

- Sanction guidelines should be adhered to, it is important that all Councillors behave in an appropriate manner

7.30pm Cllr. A.Jones left the meeting

- Reference Public money. Concern expressed that the MWG money was used for clearing illegal tipping on the Moorends Welfare Ground.
- Question asked if there was any truth in the rumour that a Councillor had suggested removal of the proprietor from the Park Cafe. (This was refuted)

7.40pm Cllr. M.Williams left the meeting

### **2904. APPRENTICE**

The Clerk reported that at Planning and Amenities Committee on 8<sup>th</sup> March it was agreed in principle to recruit an Apprentice to strengthen the grounds maintenance team, particularly with regard to the Cemetery.

The Clerk proposed proceeding on the following basis:

- a. Advertising for a Level 2 qualification – whilst the grant is lower it should attract more applications. The previous Apprentice achieved a level 2 qualification.
- b. Not restricting the post to under 19's as the additional cost of £400 is modest.
- c. Offering a 2 year contract at 37 hours per week. This will give the postholder the time to complete the qualification, and match the hours of the other outdoor staff.

d. Offer the minimum apprentice wage for 6 months (£3.30ph - £122.10pw) ,increase to under 18 minimum wage (£3.87ph – £143.19pw) after 6 months, then 18+ minimum wage after 12 months (£196.10pw up to 20; £247.90pw 21-24), subject to satisfactory performance. This would be comparable with the arrangement for the previous apprentices.

4. Assuming a start in July the salary cost to the Council by financial year would be as follows:

Year	Under 21	21-24
2016-17	£5,036.07	£5,036.07
2017-18	£9,509.37	£11,529.57
2018-19	£2,549.30	£3,222.70

5. In 2016-17 the cost would be offset by the grant of £1,120 giving a net cost of £3,916.07 (or £4,316.07 if the Council pay the training grant).

6. Other costs to the Council to be considered are:

a. Employers National Insurance – 13.8% of pay above £156.01, so would be £215.76 in 2017-18 (£494.55 for 21-14)

b. Pension – there would be a right to opt in to the pension scheme under auto enrolment regulations. Should the employee choose to opt in the employers contribution is currently 18.7% giving a cost of £941.74 in 2016-17, £1,778.25 (£2,156.02 21-24) in 2017-18 and £476.72 in 2018-19 (£602.64 21-24).

c. Equipment – the employee would need to be provided with workwear which would be an initial cost of about £250.

d. Changes to minimum wage – these will be reviewed annually, but with the current low levels of inflation a major increase should not be anticipated.

7. The Clerk said that provision has not been made in the 2016-17 budget for the employment of an Apprentice, but was confident that the c £5K cost can be accommodated, particularly with charges being increased at the Cemetery and use of part of the Repairs and Maintenance Budget. Future year costs would need to be included in budgets when they are considered annually.

8. Whilst recognising the recruitment issue, Councillors were keen that a suitable apprentice should be allowed to progress to a higher level qualification.

**RESOLVED: That the appointment of an Amenity Horticulture, Parks and Cemeteries Apprentice be approved on the following terms:**

**1. A 2 year contract at 37 hours per week.**

**2. The minimum apprentice wage for 6 months (£3.30ph - £122.10pw), increased to under 18 minimum wage (£3.87ph – £143.19pw) after 6 months, then 18+ minimum wage after 12 months (£196.10pw up to 20; £247.90pw 21-24), subject to satisfactory performance, to be amended in line with changes to the National Minimum Wage rates.**

**3. That the Clerk and a Selection Panel drawn from the Staffing Sub Group consider the candidates.**

**4. That recruitment take place to Level 2, with the opportunity to progress to Level 3.**

**2905. COUNCIL VACANCIES**

The Clerk reported that there are two Vacancies at present and that Doncaster Electoral Services had confirmed that the election date will be 30<sup>th</sup> June 2016. He said that he would circulate a timetable when he receives it.

The meeting closed at 8:00pm.