

**REPORT OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD IN THE ASSEMBLY ROOMS, THORNE ON TUESDAY 24<sup>TH</sup> OCTOBER 2017 AT 7.00 PM.**

**Present:** Cllr. S.J.Durant (Chair)

Cllrs. C.Blackham, J.Blackham, A.Brookes, C.Ellis, M.Hennessey, J.E.Phillips, R.Porter, G.Powell and R.Turner.

**3121. APOLOGIES**

Apologies were received from:

Cllr. L.Dudgeon – Work Commitment

Cllr. M.Houlbrook – Family Commitment

Cllr. M.Williams – Personal

**RESOLVED:** That the apologies and reason for absence be noted.

**3122. DECLARATIONS OF INTEREST AND DISPENSATIONS**

None.

**3123. STANDING ORDER 1C – ADMISSION OF PUBLIC AND PRESS**

Consideration was given to the implementation of Standing Order 1C (exclusion of press and public) in view of the confidential nature of the business about to be transacted.

**RESOLVED:** That Standing Order 1C be invoked due to consideration of a confidential matter.

**3124. MINUTES**

Consideration was given to approving the minutes and signing as a true record the minutes of the Council Meeting held on Tuesday 10<sup>th</sup> October 2017, pages 4391 - 4394.

The Locum Clerk reported that he had endeavoured to avoid making major changes to the way the meetings were recorded having regard to custom and practice. However, he did indicate that at present the minutes are taken practically verbatim, but not every word could be recorded. He concluded his report by indicating that it would be better to use a summary form of minute taking whereby the decision is recorded, supported by a brief introduction and details of an financial implications.

The Chair indicated that further discussion on the format of the meeting could be held at a later date.

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

**3125. STAFFING**

**3125.1 Extension of Contract**

The Locum Town Clerk reported that his contract of appointment was due to expire imminently and indicated that he was prepared to continue in the role on the existing terms and conditions.

**RESOLVED:** That the Locum Town Clerk's appointment continue until the Council has appointed a new Town Clerk.

**3125.2 Office Opening Hours.**

The Locum Town Clerk sought confirmation of the revised office opening hours to operate the office in the immediate short-term pending future staff appointments.

**RESOLVED:** That the office opens as per the following times until further notice:

**Mondays 9.30am–11.30am, Wednesday 10.30am–12.30pm, Thursday 1.30pm–3.30pm, closed to the public on Tuesdays and Fridays.**

**3125.3 Administrative Support**

The Locum Town Clerk reported that administrative support in the form of a temporary part-time assistant (20 hours per week) employed on a 6 month contract plus an apprentice could be engaged within existing budget provision.

**RESOLVED:** That a part-time assistant and apprentice be appointed.

**3126. YORKSHIRE LOCAL COUNCILS (YLCA) GOVERNANCE HEALTH CHECK**

The Governance Health Check as prepared by the Yorkshire Local Council's Association, further to Minute 10/17c (30<sup>th</sup> May 2017), was received and noted.

Each of the 39 recommendations were separately considered along with the Locum Town Clerk's associated report in accordance with his terms of engagement.

Further to Minute 10/17(30<sup>th</sup> May 2017) the initial report submitted by YLCA was also discussed with particular regard to reviewing the implementation of the recommendations (8 in total) .

**RESOLVED:** That the Town Council endeavour to implement the recommendations detailed in the YLCA Health-Check and original report having regard to the recommendations and observations detailed in the Locum Town Clerk's associated report.