

Datchworth Parish Council

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Minutes of the Extraordinary Meeting held on 18th June 2020

Meeting held virtually due to COVID-19 lockdown

To consider that under section 1 of the Public Bodies (Admissions to Meetings) Act 1960, that the public and press should be excluded from item 1 of the agenda of this meeting in view of the confidential nature of the business to be transacted (HR Matters).

Present: Viv Marshall, Jane Dodson, Tracy Chapman, Charlie Groves, Tony Stowe, Jackie Boakes, James Garrod, Natasha Burton

1. Matters relating to the Clerk – Various items were discussed, including:-

a) Clerks departure details

Action: HR/Finance Committee to refer to guidance from HAPTC

b) Appoint an Acting Clerk and Responsible Financial Officer in the interim

It was proposed to appoint our Chairman Cllr Marshall as the interim Clerk, to deal with any general correspondence. Cllr Chapman agreed to produce the Agendas and Cllr Burton agreed to produce the minutes.

Proposed by: Cllr Groves, Seconded by: Cllr Dodson

It was proposed to appoint the former Clerk, Mrs W Prowle as the RFO, who will also be dealing with DPC finances, until such a time that a new Clerk is appointed.

Proposed by: Cllr Dodson, Seconded by Cllr Marshall

c) Appoint former DPC Clerk to manage the Finance side of things in the interim

This item was also covered under b).

d) Announcement of vacancy to Parish

Cllr Marshall to produce the wording to appear on our website. Cllr Chapman will liaise with James at PCW re uploading notice.

Action: Cllr Marshall produce wording.

Action: Cllr Chapman to liaise with PCW.

e) Recruitment process (job ad, job description, contract, advertising vacancy)

This item was discussed and agreed.

Cllr Chapman said that psychometric testing would be a useful tool to use during the interview process.

- **Using EHDC advisors for HR docs/policies**

Cllr Dodson proposed that EHDC HR Services were used to look at revising the Clerk's Contract and review some of the HR policies. Costs to be sought and brought to full council.

Proposed by: Cllr Dodson, Seconded by: Cllr Marshall. Unanimously agreed.

Action: Cllr Dodson to devise advert and liaise with EHDC HR Services.

f) Unity Bank authorised signatures

Cllr Garrod has been added as a signatory but will need to wait up to five days for his login in details, as these are sent by post.

It was agreed that Wendy Prowle will need to have access to the on-line banking system to be able to produce the Financial Reports required.

The former Clerk will need to be removed as a signatory and authorised user.

Action: Cllr Marshall to action with Unity Bank.

As wages are due, and will not be able to be paid by BACS until Cllr Garrod has been added, it was agreed that the wages for this month will need to be paid by cheque, as only two signatories are required.

Proposed by Cllr Dodson, Seconded by: Cllr Garrod.

g) Clerk's equipment

a. Storage/usage

Action: Cllr Marshall to take files and sort

Action: Cllr Chapman to store printer

Action: Cllr Burton to take Dictaphone for minutes production

b. New mobile phone (contract/pay as you go).

Action: Cllr Marshall to check to see if old mobile still working. If it is, check telephone number so it can be used in the interim.

i. Advertise number on website.

Action: Cllr Marshall to advise Cllr Chapman so number can be advertised on website. Number to be updated on DPC Correspondence

ii. Set up to include answerphone.

Action: Cllr Marshall to check mobile telephone settings

h) Website training

Cllr Chapman has spoken to James at Parish Council Websites and confirmed that training will take place on Wednesday 24th June at 2pm.

i) A.O.B

Royal Mail forward for DPC post

Cllr Chapman proposed that a 'mail forward' was set up to ensure that any post sent to the former Clerk in error would automatically be diverted to Cllr Marshall's (Chair) address. This would be funded by DPC.

Proposed by: Cllr Chapman, Seconded by: Cllr Dodson.
Cllr Chapman to liaise with former Clerk and seek costings.

Expenses Form

It was proposed that a new expenses form should be in place for the Clerk and all Councillors to use, to ensure a transparent and structured audit trail.

Proposed by: Cllr Dodson, Seconded by: Cllr Garrod

The meeting closed at 6.30pm