

KILSBY PARISH COUNCIL

NOTICE OF MEETING

To members of the Council: You are hereby summoned to attend an Extraordinary Meeting of Kilsby Parish Council to be held as a virtual online meeting under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. Please inform your Clerk on 07581 490581 if you will not be able to attend.

Members of the public and press are invited to attend a meeting of Kilsby Parish Council and to address the Council during its Public Participation session which will be allocated a maximum of 20 minutes.

On..... WEDNESDAY 16th September, 2020 at 7.30pm

MEETING DETAILS:

Extraordinary Meeting

Wed, Sep 16, 2020 7:30 PM - 10:00 PM (BST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/425600805>

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United Kingdom: [+44 20 3713 5011](tel:+442037135011)

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Signed By Chairman H Gibbs

10th September, 2020.

Please note that photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted without the Council's prior written consent so long as the meeting is not disrupted. (Openness of Local Government Bodies Regulations 2014).

Please make yourself known to the Clerk.

Parish Clerk: Mrs C E Valentine, 20 Styles Place, Yelvertoft, Northamptonshire, NN6 6LR

Tel 07581 490581 e-mail parishcouncil@kilsbyvillage.co.uk

1	APOLOGIES
2	PUBLIC OPEN FORUM SESSION <i>limited to 20 mins.</i>
2.1	Public Open Forum Session Members of the public are invited to address the Council. The session will last for a maximum of 20 minutes with any individual contribution lasting a maximum of 3 minutes. Representations shall not require a response at the meeting nor start a debate. (Members of the public should address the Chairman of the meeting, who may direct that a written or oral response be given)
2.2	District Councillors Report
2.3	County Councillor Report
3	DECLARATIONS of INTEREST on the Agenda
Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the Agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room when the meeting discusses and votes on the matter.	
3.1	Declarations of any Disclosable Pecuniary or Other Interests
3.2	Dispensations – To consider written requests for dispensation of DPI
4	MINUTES
4.1	To approve and sign minutes of Parish Council Meeting 1 st September, 2020.
5	Staffing Matters
5.1	The Council wish to appoint Catherine Camp as a Locum Contractor to cover the Clerk and appoint her as RFO

	Section 151 Officer during the Clerks maternity leave for 20 hours per week from 1 st October 2020.
5.2	To make necessary arrangements to allow Catherine Camp access to Unity Bank to view accounts and prepare Payments and to hand over all equipment and documentation for the period of maternity leave.
5.3	To confirm the Clerks intends to take 52 weeks maternity leave and will confirm in writing giving 8 weeks notice to the Council should this change.
6	Future meeting dates and meeting arrangements
6.1	The Council wish to move the PC meetings to the second Tuesday of every month. If approved the next meeting will be on 13 th October 2020 to accommodate Locum availability.
6.2	To approve Catherine Camp offer of sharing Barby and Onley Parish Council Zoom access with KPC at a charge of £6.00 Per month. Payable to Barby PC?
6	Internal Audit
6.1	The Clerk requests the Council approve an Internal Audit before she departs on Maternity leave 30th September 2020 and a second internal audit just prior to her return, this could be an early interim audit from the annual audit. The Internal Auditor has been notified and there may be a cost of 2x annual internal fees to be paid to NCALC should this be a separate audit.
7	HR Advisor
7.1	<p>The Chairman has arranged with Tarnya Brink (FCIPD) of Sage Green Human resources who confirmed their appointment in writing to the Chairman for HR Services and Advice to Kilsby Parish Council on 2nd September 2020. A SLA/contract has been copied to the Clerk and requires Council approval as it covers additional tasks requiring further agreement not resolved at the 1st September meeting for the Proper Officer to sign the SLA and issue a purchase order.</p> <ul style="list-style-type: none"> - Support with producing, editing and/or issuing contracts of employment, policies and procedures, and practices - Offering HR Advice on all employment matters, including contractual matters, maternity leave, pay and procedures, dispute resolution, and any other required areas - HR Administration as required (e.g. drafting of letters, taking minutes of disciplinary hearings, administration for new starters, leavers, updating the database, etc.) - Pro-active notification of applicable changes to Employment law and drafting/editing of documents to comply with legislative changes - 5 days per week telephone/zoom/email helpline service for you and nominated managers - The consistency of dealing with one named person (Tarnya Brink) but with the security of being supported by a national organisation of professional HR Consultants - The Kilsby Parish Council's nominated contact person will be the Chairman for all employment matters and the Clerk for administrative and financial matters. <p>The Clerk requests the Council to consider whether the appointment of the HR Advisor should involve the Clerk in order to be able to liaise with the contractor concerning her employment matters and position within the Council.</p>
6	ITEMS FOR NEXT AGENDA
	The next full Parish Council meeting will take place TUESDAY 13th October, 2020 19.30 hrs Subject to approval of item 6.1