

THE IVERS PARISH COUNCIL

MINUTES OF THE INFORMAL MEETING OF THE COUNCIL HELD ON 17th JANUARY 2022 AT 7.00PM HELD BY ZOOM VIDEO CONFERENCE

Cllr Ciaran Beary (Chair)
Cllr Julie Cook (Vice Chair)

Present: Councillors Adam Burke, Vishal Gupta, Peter Kinchin, Wendy Matthews, , Peter Stanhope, Michael Sullivan, Graham Young,

Apologies accepted from: Councillors Sam Bhachu, Mohinder Bhatti, Stuart Mills

Absent: Councillor Paul Brooksby

In attendance: Louise Steele (Locum Clerk) and Jeremy Day (Deputy Clerk)

434/21 **DECLARATIONS OF INTEREST**

Councillors made no declarations of interest in connection with items on the agenda.

435/21 **PUBLIC PARTICIPATION**

There was no public participation

436/21 **MINUTES**

RECOMMENDED that, with the addition of the word “additional” at the beginning of the recommendation at Minute 395/21,

The minutes of 21st December 2021 be agreed

Councillors declined to agree the minutes of the meeting held on 15th November 2021 and the Locum Clerk was asked to review minute 327/21 and to bring those minutes back to the next meeting of Council.

437/21 **CHAIR ANNOUNCEMENTS**

The Chair welcomed Louise Steele as Locum Clerk. The Chair also announced with sadness the recent resignation from the Council of Kevin Brown and expressed his appreciation of Mr Brown’s contribution.

Further, the Chair made some remarks reminding Councillors about behaviour during meetings and about the legal basis of delegation to officers. Reminding Councillors that it was their responsibility, as a Council, to agree policy and set strategy and officers’ responsibility to implement that.

438/21 **COMMITTEE MINUTES**

Councillors received the minutes of the Planning Committee of 4th January 2022 and the Facilities and Events Committee of 5th January 2022, some amendments

were suggested to the latter minutes, to be made before those minutes were agreed by the Facilities and Events Committee.

439/21

BANK MANDATE

Council considered the matter of the bank mandate

RECOMMENDED that

- a. Stephanie Bennett be removed from the bank mandate;
- b. Jeremy Day (Deputy Clerk) and Louise Steele (Locum Clerk) be added
- c. Metro Bank be instructed as soon as possible.

440/21

REVIEW & SIGNING-OFF OF PAYMENTS

Consequent upon the resignation of Cllr Brown it was agreed that that an additional three Councillors be appointed to review and sign-off accounts for payment before the payments are made using on-line banking. Those Councillors to be Graham Young, Ciarán Beary and Julie Cook.

441/21

FINANCE

Cllr Stanhope reported he had attended the office and that the bank reconciliations were up to date.

RECOMMENDED that

- The accounts for payment be received; and
- The variance report for the end of Quarter 3 be received

442/21

COLNE VALLEY REGIONAL PARK – PARTNERSHIP PROPOSAL

Councillors considered the oral report of the Chair and Vice-Chair about the possibility of entering into a long-term partnership arrangement with Colne Valley Regional Park rather than the current arrangement of making annual grants.

RECOMMENDED that

- A working group consisting of Councillors Beary, Cook, Kinchin and Young be established to develop a proposal regarding a partnership arrangement with Colne Valley Regional Park; and
- The proposal to be brought back to the Council at its meeting scheduled for 21 March 2022.

443/21

MINIFLEET INSURANCE

Councillors received an update from the Deputy Clerk on difficulties being experienced obtaining insurance for an employee aged under 25 to drive the council's vehicles. It was agreed that officers should seek short-term solutions to the problem pending a review when the current minifleet insurance policy ends.

444/21

HEALTH AND SAFETY ADVISOR/AUDIT

Councillors received an update from the Deputy Clerk on the Health & Safety Audit undertaken in December 2021. The Deputy Clerk ran through the high priority recommendations from the audit and officers' progress is implementing the recommendations. The Deputy Clerk also set out a timetable for reporting back other relevant matter and progress of medium and low priority recommendations to the Council; he also gave Councillors details of where they could view the full report of the audit and other draft documentation arising.

Councillors asked that the draft Health & Safety Policy be brought to a meeting of Council as soon as possible to be considered and agreed.

445/21 STRATEGIC THEMES 2022 – 2023

This item was deferred to a future meeting and the Chair indicated that he would circulate a draft document to Councillors shortly.

446/21 IMPROVEMENTS AND EFFECTIVENESS

There was discussion under this item as to how a Councillor could get an item on the agenda – three means were identified: 1) ask the Clerk; 2) ask the Chair and 3) to be used if methods 1) & 2) failed submit a written motion in accordance with Standing Order 9. Other potential improvements mentioned were to review the Committee structure and to have a regular operational report from the Clerk.

The meeting ended at 8.19pm

Signed Chair

Date