

**MINUTES OF THE EXTRAORDINARY MEETING OF
KINGSTHORPE PARISH COUNCIL
18 August 2021 at 7pm**

Present: Cllr S Miller (Chair), Cllrs Arbuthnot, Ajayi, Beardsworth, Kumar, Lewin, Miller, O'Connor and Ward.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Ali, Ball, Parekh and Kilby-Shaw
RESOLVED to note the apologies

**2. DECLARATIONS OF INTEREST
NONE**

3. TO REVIEW AND ADOPT THE FOLLOWING POLICIES

- a. Disciplinary Policy
- b. Grievance Policy
- c. Member/Officer Protocol
- d. Equality And Diversity Policy
- e. Expenses Policy

Members reviewed the policies and it was noted that:

- a) The language in all policies needed to be revised to match the gender-neutral language agreed at the last council meeting.
- b) The Chair of the council would act as line manager for the day-to-day purposes of holiday arrangements and sickness absence.
- c) The Clerks appraisal would normally be carried out by the Chair of the Council and the Vice-Chair.

RESOLVED that subject to point “a” above all policies are adopted as circulated.

4. LOCAL GOVERNMENT PENSION SCHEME

- a. **RESOLUTION** to designate which employees are eligible to join the Local Government Pension Scheme.

Members noted that it was important to safeguard their employees and it was...

RESOLVED that all employees would be eligible to join the pension scheme.

- b. **RESOLUTION** to approve the schedule of work for admission to the Pension Scheme at a cost of £2,000

RESOLVED to approve the schedule of work for admission to the Pension Scheme.

5. APPLICATION FOR A MULTI-PAY CARD

- a. **RESOLUTION** to apply to Unity Trust Bank for a Corporate Multi-pay card

RESOLVED to apply for a multi-pay card through Unity Bank.

6. EQUIPMENT AND SOFTWARE

- a. To approve the purchase of all equipment and software necessary for the new Clerk to carry out their role.

Members reviewed the report of the Clerk as shown in appendix 1 and it was...

RESOLVED to make all necessary arrangements for the purchase of all equipment, software and associated items to enable the Clerk to carry out their role effectively, subject to approval of the working party and the items falling within budget.

Signed _____

Date _____

Appendix 1

Summary: A report on the recruitment of a permanent Clerk to Kingsthorpe Parish Council.	
Recommendations: a) to approve the recommendations within the report.	
0	TO REVIEW AND ADOPT THE FOLLOWING POLICIES (copies attached) f. Disciplinary Policy g. Grievance Policy h. Member/Officer Protocol i. Equality And Diversity Policy j. Expenses Policy Recommendation: To approve the adoption of the policies as drafted.
0	LOCAL GOVERNMENT PENSION SCHEME Kingsthorpe Parish Council is offering the local government pension scheme to the new clerk. The council must confirm this by resolution and agree to the costs of the actuary to carry out the schedule of work for admission. (further information attached) Recommendation: to designate which employees are eligible to join the Local Government Pension Scheme. Recommendation: to approve the schedule of work for admission to the Pension Scheme at a cost of £2,000 (information herewith)
0	APPLICATION FOR A MULTI-PAY CARD The Clerk would benefit from access to a payment card linked to the council's bank account. The interim Clerk has met many costs; direct and then claimed this back. Moving forward it wouldn't be appropriate for the clerk to meet all such costs (where an account can't be set up with a supplier) and then have to make substantive expenses claims. Recommendation: to apply to Unity Trust Bank for a Corporate Multi-pay card (information herewith)
0	EQUIPMENT AND SOFTWARE The Clerk will need equipment and software to carry out their role (there is provision within the budget for this). This will include:

	<p>Software</p> <ul style="list-style-type: none"> • Finance Package (Rialtas bespoke software) £1,205 (£260 year 2) • Office 365: £150 per annum • Mobile Phone (current number to be kept) £180 per annum • Mapping Software -£100 per annum <p>Hardware</p> <ul style="list-style-type: none"> • Mobile Phone • Printer • Laptop <p>Recommendation: to purchase all hardware and software needed, in consultation with the Clerk designate.</p>	
Implications:		
Council objectives:	Legal and effective.	x
Equalities & Human Rights	There are no equalities and human rights issues	x
Crime and Disorder	Crime and disorder have been considered	x
Biodiversity	There are no bio-diversity implications	x
Financial	There are no financial implications at this stage	
	There will be financial implications	
	There is provision within the budget	
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	x
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	x
	<ul style="list-style-type: none"> - Inherent risk score: - Residual risk score: 	
Person originating this report: Kate Houlihan: Parish Clerk		
Date: 16 August 2021		

