

Hersden Parish Council

Minutes of the Extraordinary Meeting of Hersden Parish Council held on Tuesday 8th March 2022 at 7.00 pm. At Hersden Neighbourhood Centre

Present: Councillors Lynn Austin, Terry McMahan, Sarah Carden and Andrea Brabham.

KCC Cllr Alan Marsh

33/22 To elect Proper Officer for the purpose of minute taking at the meeting.

Cllr Austin proposed Cllr McMahan
Seconded Cllr Carden
All in agreement

34/22 Apologies for absence and reason for absence.

Cllr Ross Llewellyn- on holiday at this time.
CCC Cllr Glover attending CCC Planning meeting
CCC Cllr Harvey-Quirke, attending CCC Planning meeting.

35/22 Declarations of Councillor's interests regarding items on the Agenda.

Cllr Carden to fill in DPI forms owing to both hers and partners jobs changing.

36/22 Public discussion

Cllr A Marsh wanted HPC to know that he is on hand to support with any problems owing to this being an extraordinary meeting.

Cllr Brabham enquired with Cllr Marsh if he knew anything about the users and operations of the Tina Rintoul Sure Start Centre. Cllr Brabham said that she believes it to be closed and Cllr Marsh said he would enquire regarding the status of the building at County Hall. The council agree that we would be open to conversations regarding the building in the future if it is vacant.

37/22 Vacancy- Proper Officer to the Council.

Cllr Austin reiterated the suggestions she had put forward to the Councillors via email.

- A neighbouring Clerk to assist
- A locum Clerk (via SLCC)
- One of the existing councillors to take on the role
- Re-evaluate the Administrative assistant role

Cllr Brabham suggests that we should agree the staffing appointment (Administrative assistant) then that informs our plan moving forwards.

Signed

Date

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Cllr McMahan suggests approaching a neighbouring Council and pay their Clerk to perform as Proper Officer at our meetings until this is resolved.

Cllr Austin informs the Council that there is an issue with sharing access to the Clerk email address due to an authentication code.

KCC Cllr Marsh asked to speak. Chair grants permission. Cllr Marsh raises the issue that across the seven Parishes within his area, he has five without a Clerk. He believes that there is not enough Clerk's employed locally to be able to assist in any way.

Cllr Brabham volunteers to take on role of Proper Officer in the interim until the Council have appointed an Administrative Assistant whom, after a period of training, will then take over the role from Cllr Brabham- including setting the agenda, calling meetings, taking minutes responsibility of the Clerk email account.

Cllr Austin proposed
Cllr Carden seconded
All in agreement

38/22

Finance Matters:

Payments for March 2022

Name	Service provided	Amount
Wicksteed	Wet pour at play park	£9,859.20
John Caddick	Grounds Maintenance	£306.99
David Hards	February salary plus 4 hrs overtime	£231.00
Lynn Austin	Expenses: Indeed (job advert)	£38.50
Kent Mining Museum	Charitable donation	£1,500

Proposed by Cllr McMahan
Seconded by Cllr Brabham
All Agreed

Bank balance as of 28th February 2022 £82,729.55

Banking sign -off (monthly rotation) Cllr McMahan and Cllr Brabham

Cllr Austin advised Council that John Craddick will be increasing his contract by £100 per year.

Cllr Austin advised that Zurich insurance needs renewal, premium is £292.12. The payment will be set up for beginning of April so comes out in new financial year.

Signed

Date

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At this point the meeting was closed to the exclusion of the public and press.

39/22

Staffing matters.

Council discussed all candidates for Administrative Assistant and agreed offer of appointment.

Cllr Austin proposed
Cllr Carden seconded
All in agreement.

At this point the meeting was reopened to the public and press.

CCC Cllr Harvey-Quirke arrived.

40/22

Any other business.

- Promotional video for councillor vacancies-feedback received and Cllr McMahan will edit the video to meet suggestions.
- Events committee-suggestion made regarding Jubilee celebration to use the Chislet Colliery Welfare Club and garden. Council have agreed to meet to discuss and flesh out plans further.

41/22

Date of the next meeting.

Next meeting to be held on 12th April 2022 at 7pm.

There being no other business the Meeting was closed at 20:17

Signed

Date