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Extraordinary Balsall Parish Council Meeting

Approved Minutes of Extraordinary Parish Council Meeting held on Friday 29 January 2021 at 8.00 pm by video call

Minutes

Present: Councillor Elizabeth Macdonald (Vice Chair and Chairman of the meeting), Councillor Kay Howles, Councillor Keith Tindall, Councillor Marion Keeley, Councillor Richard Drake and Councillor Richard Lloyd.

1. Apologies

Apologies from Councillor Andrew Burrow were noted.

2. Declarations of Interest

There were no declarations of interest.

3. Public Forum

(3.1) Residents are invited to make representation on items on this agenda and these will be invited by the Chairman immediately before the meeting considers that item.

(3.2) Residents of the parish are invited to make representation on any issue. The council will respond in one of the following ways:

- Complaints will be referred to the Clerk for action,
- Councillor(s) may undertake to follow up the issue,
- Agree an agenda item for the next meeting.

There were no public present.

4. Proposal to approve the recruitment process proposed by Councillor McDonald in the paper circulated.

Proposed to amend the proposal with the addition of:

Delegation to Staffing Committee the making of a job offer, setting terms and conditions, arranging a handover and induction programme within a budget provision of £4,000. In addition, Staffing Committee to propose alternative options if there are insufficient candidates that meet the criteria to interview. Councillor Richard Drake to be nominated to the Staffing Committee.

Resolved to approve the amended proposal.

Resolved to approve the proposal as amended with final minor changes made to the recruitment process by Councillor Macdonald and the Clerk. Councillor Drake to be appointed to Staffing Committee.

5. Proposal to approve the document "Ways of Working" for the Balsall Common Centre masterplan project proposed by Councillor Drake.

Resolved to approve the document "Ways of Working" for the Balsall Common Centre masterplan project proposed by Councillor Drake subject to amendments to include delegating spend approval to at least two Balsall Parish Council members of the Working Group. The minutes of the Working Group to be supplied to the Clerk to confirm Working Group recommendations to commission extra works up to a limit of £10,000 excluding VAT.

6. **Date and Venue of Next Meeting:**
Parish Council, Wednesday 10 February 2021, 7.30pm to be held remotely by video call.

The meeting finished at 9.00pm.

Elizabeth Macdonald (Vice Chair) DATE