

M Lunn  
6/3/18



**SPALDINGTON PARISH COUNCIL**  
**East Riding of Yorkshire**

**Extraordinary Meeting**  
**Wednesday 29<sup>th</sup> Nov at 7pm The Wellington Hotel, Howden**  
**Topic - Role of the Clerk**

Meeting opened 7.00pm  
Present – Mary Lunn (Vice Chair), Caroline Bradley, Mark Derbyshire  
Apologies – John Evans

Public- Mr SP Lunn

Declaration of interest – None

In the absence of the Chair the Vice Chair took the meeting.  
In the absence of the Clerk Mr SP Lunn (previous clerk) wrote notes.

1 - It is the role of the clerk to advise Spaldington Parish Council that we had no Code of Practice for Handling Complaints.

The code from Bubwith Parish council had been circulated and no comments had been received.

Proposed – to adopt the Complaints Procedure of Bubwith Parish Council.

Proposed M. Lunn, Seconded C Bradley. Approved Unanimously.

2- The Council proposed that we appoint a sub committee of three, two to be present at each meeting. This is for personnel and private meetings.

The members are to be those agreed at the SPC meeting 21<sup>st</sup> Nov i.e. ML, CB, MD

Proposed – M Lunn Seconded C Bradley Approved Unanimously.

Proposed that M lunn be the chair

Proposed M Derbyshire Seconded C Bradley Approved Unanimously

2a - Terms of Reference as discussed at the meeting on 29<sup>th</sup> November .

3 -The Nolan Principles were discussed in the relation to the clerk's performance.

These are Selflessness, Integrity, Objectively, Accountability, Openness, Honesty and Leadership.

The councillors agreed that the clerk had failed in all the principles.

The clerk was not present to explain her actions and propose how to demonstrate her improvement.

**Responsible Finance Officer**

1 -The Clerk as the responsible Finance Officer confirms that in line with Accounts and Audit Regulations 2003 SI regulation 4, the Parish Council Accounts management is adequate and effective. The Parish Council can be sure that the RFO follows these procedures and is prepared to have random financial checks if or when the Parish Council decides'.

Proposal – The Parish Clerk as RFO will ensure that all records are available if a financial check is required by the councillors.

Proposed M Lunn Seconded C Bradley Approved Unanimously

2- The councillors agreed to send a letter to the clerk asking for explanations and copies of the documents we have been asking for four months.

Proposed M Lunn Seconded C Bradley Approved Unanimously

The meeting closed 7 20pm