***COMPTON ABBAS PARISH COUNCIL***

MINUTES of EXTRAORDINARY GENERAL MEETINGFRIDAY 17TH JANUARY 2020

Present:

**Cllr T Clements (Acting Chairman), Cllr J Coupe, Cllr C McHenry , Cllr J Low, and Cllr S Ryan**

In Attendance:

There were 2 members of the public present

**EXTRAORDINARY GENERAL MEETING**

**PUBLIC QUESTIONS**

There were no public questions

**MINUTES**

**17/01/01 Apologies for absence**

Apologies were received from Cllr C Owen

**17/01/02 Declarations of Interest**

There were none

**17/01/03 To appoint a chair**

Cllr T Clements had assumed the role of acting Chairman by virtue of the resignation of that position by Cllr McHenry at the previous meeting held on 18th December

**It was Resolved** to appoint Cllr T Clements unanimously as Chairman

**17/01/04 To approve the additional compensation to the Parish Clerk**

At the last meeting on 18th December, the Clerk informed the council that she wished to present a retrospective claim for overtime for consideration by the council. The clerk had submitted a time sheet as requested on the 19th December to councillors, and a covering note which also included a recommendation that Compton Abbas Parish Council considers employing another clerk.

The informal advice provided by the Internal Auditor was considered and debated by the council. A precedent had been set in the previous financial year 2018/2019, when the additional work entailed in setting up the new website was brought to the attention of the council, and an payment equating to the equivalent of approx. 10 hours was approved in the September meeting – minute reference **19/09/07 (b).** The Clerk’s retrospective time sheet indicated that during the same period in 2019/2020 the additional hours worked by the end of August were more than twice that for the same period in the previous financial year. This had not been raised in the August meeting, nor could any of the councillors who attended the Budget planning meeting held in October, recall this being brought to light at the time.

**It was Resolved** to offer the clerk, as part of her leaving arrangements, an ex-gratia payment in lieu of the additional hours worked. The amount to be offered was also agreed.

**Action** **required** – offer to be discussed and agreed with the clerk

**17/01/05 To approve the budget and precept for 2020/21**

The 2020/2021 budget needed to be reviewed again in line with the impact of the additional payment to the current clerk, and to take into consideration the recommendations made by the current clerk in her email to the council on 19th December. This was in relation to the hours required and salary to be paid, once a new clerk had been found including a potential period of parallel working.

Cllr McHenry asked if the time spent by councillors over the last 6 months, (i.e reviewing the format of the budget, obtaining the quotes and carefully debating and prioritising the 2020/2021 spending plan to keep the increase in precept to the lowest level possible) now meant that this careful analysis had been negated due to the retrospective claim by the clerk. It was discussed that it was likely that the additional payment would be have to be made via the reserves, which would subsequently decrease at the financial year end, and that in order to counteract that decrease, and uplift the salary budget for 2020/2021, the council would need to reconsider it’s spending plan for the forthcoming year.

Councillors were advised that an application had already been made for the clerk’s job as a result of the advert that had been placed on DAPTC’s website early in the New Year. The closing date was set at 24th January, and it was anticipated that interviews would take place as soon as possible during the following week. The Chairman suggested that it was appropriate at this point to determine which councillors would like to take part in the interviewing and selection process. Cllrs McHenry, Low, and Ryan indicated that they did not wish to be involved.

Discussions were held on the proposed new budget circulated prior to the meeting taking all of the above points into consideration.

**It was Resolved** that

1. The revised budget was approved and should be advised to the clerk to submit the precept by 31st January
2. That Cllrs Clements and Coupe would carry out the interview and selection process, and had the authority to offer the position to a candidate that fitted the requirements, on the terms agreed within the budget discussions.

**17/01/06 To appoint a Finance & Governance Committee**

**It was Resolved** that it was likely that a full review of the Finance and Governance arrangements would be carried out once the new clerk had been appointed, and included in the handover process. Cllr Coupe would work with the new clerk to ensure the internal controls were reviewed in accordance with CAPC’s Financial Regulations 2017 for the current year for Audit purposes.

**17/01/07 Date of next meeting**

**It was Resolved** that the next meeting would be held on 25th March 2020

There being no other business, the Chairman closed the meeting at 8.10 pm.