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## MINUTES

**Extraordinary Meeting held on Tuesday 24 October 2023 @ 19h30**

At Monkston Community Centre, St Bartholomews, Milton Keynes, MK10 9FJ

### IN ATTENDANCE:

Councillor(s): Sharon Smith-Chair (SS), Nigel Cox-vice-chair (NC), Jenni Ferrans (JF), Vikas Chandra (VC), Paul Grindley (PG), Colin Bowker (CB), Colin Smith (CS)

Officer: Vicky Mote (Locum Clerk)

Public: One member of the public present

Ward Councillor: Jenni Ferrans

Meeting started at 19h30

### REF

### MINUTES

**FC105/23 Apologies:** Council RESOLVED to accept apologies from Cllr Glen Dursley and Cllr Steve Steve Warthall.

**Not Present:** Cllr Donna White

**FC106/23 Declarations of Interests:** To note councillors' declarations of interest in matters on the agenda (Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, councillors are required to declare any disclosable pecuniary interests which they may have in any of the items under consideration at this meeting).

There were no declarations.

**FC107/23 Public question time, including Parish and Ward Councillor updates:** In accordance with Standing Order 2(d), members of the public may ask questions on any matters dealt with by Full Council, which are included on this agenda.

One of the member present, nothing raised.

**FC108/23 Minutes.** Council RESOLVED that the draft minutes of the Full Council meeting held on 09 October 23 be accepted as a true copy, with the following amendments:.

Reference minutes of the EOM held on 15 August 23-FC85/23

The following wording to be added:

*Council RESOLVED to increase the allocated budget from £750 to*

565

£1200 for HR advice as required. This is to include payment for invoice already incurred.

Cllr VC stated that he would send in further wording to be included in the minutes. Clerk advised that that would not be accepted, any minor changes need to be noted in this meeting.

Cllr VC wanted it NOTED that he would abstain from approving these minutes as he was not present at the meeting.

Reference minutes of the Full Council meeting held on 09 October 23-FC99/23

The following correction to be made:

*REMOVE: 1.3 Eligibility Criteria and Allocation of Plots*

*(b) Tenants who move out of the parish will be required to end their tenancy-*

Cllr VC wanted it NOTED that he arrived at 20h00 and therefore would abstain from approving these minutes.

Minutes duly signed by Cllr SS (Chair).

FC109/23 Bank Account

Ref minute FC100/23, in the absence of the Clerk, Council is asked to consider and agree (report previously circulated):

1. The report and recommendation(s) on a new bank and transfer of funds from current Metro Bank, presented by both Cllr SS (Chair) and Cllr NC (Vice).

Lloyds Bank and Unity Trust Bank information was presented to Council. After deliberation, Council RESOLVED to change their Metro Bank Community Account number 18207699 to Lloyds Bank and move the funds across once the new account has been opened.

2. Council to review and approve signatories, with respective authority levels.

Council RESOLVED to appoint the following as signatories:

Parish Clerk with full authority access.  
Councillor Sharon Smith with full authority access.  
Councillor Nigel Cox with full authority access.  
Councillor Jenni Ferrans with full authority access.  
Councillor Colin Bowker with full authority access.  
Councillor Colin Smith with full authority access.

Locum Clerk advised Council that they should look at their risk of having over £85,000, collectively within Metro Bank accounts. This is the limit that is protected under the Financial Services Compensation Scheme (FSCS).

Locum Clerk also advised Council that when they consider their options, to ensure that they don't choose banking organisations that fall under the same license, as FSCS only guarantee funds under each license and not each bank.

Council RESOLVED to review and update their Financial Regulations in both their manual payment approval process and online banking authorisation process; to be approved in the next full council meeting in November 2023. Online approval as follows:  
Clerk to set up the payments online and two member signatories to approve the payments. Three signatories for all online payments.

FC110/23 Confidential Item

Council RESOLVED to exclude press and public in accordance with Public Bodies (Admissions to Meetings) Act 1960, Section 1(2) and by reason of the confidential nature of the business, relating to Councils discussion and agreement on the appointment and terms of a Locum

Clerk on a temporary, part-time basis.

As the Locum Clerk (VM) of the meeting was included within the recommendation and the Chair had asked for her expertise on a number of points put forward by Cllr VC, she made the following statements prior to leaving the meeting:

Locum Clerk (VM) stated that she had contacted both BALC and SLCC, to ensure that the following statements were correct.

Locum Clerk stated the following for Council to take into consideration when making their decision.

1. Council has a Duty of Care as an employer and by appointing a Locum Clerk to help with some key tasks, would alleviate some pressures for when their Clerk returns to work.
2. Council has a duty to ensure they continue to carry out their public duties, in the absence of their Clerk, for which they were elected.
3. Sub-Committee can be appointed however, the day-to-day operation cannot be run by committee and no delegation can be given to an individual councillor. Terms of reference would also need to be drawn up and approved by Council.
4. Appointing a Locum Clerk for a period of time is in no way replacing the existing Clerk.
5. Stating part-time hours and qualification of a Locum Clerk is standard practice.
6. As a quick solution, Locum Clerk (VM) had been approached, along with two other Clerks in Milton Keynes who had provided a locum service to the council in the past. It was made very clear that Council could go out to the wider network, BALC, SLCC and any other organisation they felt necessary.
7. Locum Clerk (VM) asked that a member be appointed to take the minutes and forward the actions that had been agreed.

Council agreed that Cllr Colin Bowker would be taking the minutes. Locum Clerk (VM) left the meeting.

Cllr VC:

1. Expressed concern around the legality of having a locum act as a self-employed individual.
2. Raised an objection to using Vicky Mote and that this would inhibit the Clerks return to work.
3. Proposed that Council approach SLCC to provide a Locum Clerk however, not BALC as there is a lack of confidence in that organisation. There was no seconder therefore motion not carried.

Following much deliberation, Council RESOLVED:

1. To take Vicky Mote on as the Locum Clerk in the interim until Friday 17 November 23.
2. Chair to investigate further with both SLCC and BALC for the possibility of contracting a longer-term Locum Clerk, should this be required.

Meeting ended at 21h05

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SIGNED

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CHAIR

DATE

13/11/23