

Healing Parish Council

MINUTES OF THE EXTRA-ORDINARY MEETING OF HEALING PARISH COUNCIL ON TUESDAY 7TH OCTOBER 2014 AT THE VILLAGE HALL, HEALING AT 7.00 PM.

Present: Cllr Hasthorpe – Chair
Cllrs. Nesbitt, Wilson, Allen, Blanchard, Dickerson, Vickers, Tofton and
Dolan

Absent: Cllr Clarke

Apologies: None received

There were no members of the press or public present

1 **To receive and accept apologies for absence**
No apologies received

2 **DECLARATIONS OF INTEREST**

- a. There were no declarations of interest by any member of the council in respect of the agenda items listed.
- b. There were no dispensations given to any member of the council in respect of the agenda items.

3 **To consider exclusion of the press and public because of the confidential nature of the business to be discussed.**

Council agreed unanimously to exclude the press and public due to the confidential nature of the business to be discussed.

4 **To agree a strategy to address the content of the report prepared for the Council by Public Sector Audit**

Copies of the Public Sector Audit were tabled. The Internal Audit report was read out in full and discussion took place on the content.

Resolution: Healing Parish Council formally adopt the report from Public Sector Audit. Proposed Cllr Dickerson, 2nd Cllr Allen, vote unanimous.

Council were advised that the Chairman had taken guidance from ERNLLCA and from the monitoring officer/solicitor at North East Lincolnshire Council prior to the meeting.

This guidance was read out in full to the Council.

Resolution: The Council resolve to invite ERNLLCA and North East Lincolnshire Council to assist in the preparation of a range of strategies to address the issues raised within the internal audit report by Public Sector Audit and that it be noted that the Personnel Committee is the body duly authorised to deal with any employment aspects which may arise.

Proposed Cllr Dickerson, Cllr Nesbitt, vote unanimous.

Resolution: The Personnel Committee of Healing Parish Council will work with ERNLLCA and North East Lincolnshire Council to urgently investigate whether any disciplinary action is required against any employee in relation to the audit report, by Public Sector Audit, and any other matters arising from the investigation. Then to determine what level of action is deemed appropriate.

Proposed Cllr Tofton, 2nd Cllr Dolan, vote unanimous

Meeting closed: 8.32pm

a. **To consider the appointment of an External Auditor**

Approved.

The Personnel Committee had suggested a full audit of the procedures to ensure that the Parish Council was working to all the procedures and to identify any improvements.

Resolved: That an External Auditor approved by ERNLLCA be appointed to carry out an Audit of Healing Parish Council.

b. **To approve the Auditor recommended by ERNLLCA.**

Approved.

ERNLLCA had forwarded the contact details of an External Auditor.

Resolved: That an External Auditor approved by ERNLLCA be appointed to carry out an Audit of Healing Parish Council as soon as possible.

c. **To sanction payment for the External Auditors service by Healing Parish Council.**

Approved.

Sanction funds from the Healing Parish Council accounts to fund the external audit.

Resolved: The cost of the audit was quoted at £500-£800.00.

The auditor to be informed that the audit should not exceed £800 without consultation with the Parish Council. A full report on all procedures to be conducted with a comprehensive improvement plan issued. The Parish Council will carry out a full review of the report.

d. **To consider appointment of Interim Clerk to Healing Parish Council.**

Approved.

Day to day workload, bookings and queries from residents. Payments of staff.

Interim clerks are available to take minutes of meetings and general activities as required.

Resolved: An Interim Clerk should not be appointed immediately.

However depending on the time it will take to get the audit completed it will be included as an agenda item at the next Parish Council Meeting.

14/48 Approve payment of 'out of pocket' expenses for the Councillors carrying out Parish Council Business during the period of suspension of Parish Clerk.

Approved.

General expenses of phone calls and travel.

Resolved: Cllr Blanchard is currently carry out most of the activities.

Any expenses occurred must be recorded with receipts which will be validated and payments will be made.

14/49 To agree interim contact details for public to contact Parish Council.

Approved.

Contact telephone numbers.

Resolved: Cllr Blanchard to check that all Cllr's have their correct telephone numbers listed in the Healing Village News, so that residents can contact them.

The Clerk is currently forwarding all calls to Cllr Blanchard for village hall bookings.

The Vice-Chairman closed the meeting at 6.55pm.

