

**MINUTES OF THE ANNUAL MEETING OF DUSTON PARISH COUNCIL HELD AT
DUSTON COMMUNITY CENTRE ON THURSDAY 29TH JUNE 2017 AT 7PM**

CHAIRMAN: Councillor J Caswell, in the Chair

PRESENT: M Ingram, P Anderson, A Bottwood, D Huffadine-Smith, M Pepper

IN ATTENDANCE: Nina L. Villa – Interim Parish Clerk

17. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Reed and Golby

18. DECLARATIONS OF INTEREST

There were no Declarations of Interest

19. MINUTES

It was **RESOLVED** that:

- a) The minutes of the previous meeting were **approved** and the Chairman authorised to sign the same

20. PUBLIC SESSION

There were no members of the public present

21. POLICE REPORT

There were no police present.

22. FINANCE REPORT

It was **RESOLVED** that:

- a) The Council approve the payment schedule
- b) The Council approved the Annual Return and Governance Statement and Year End Accounts for 2016/17 and authorise the Chairman to sign the same

23. CO-OPTION OF A NEW COUNCILLOR

Following the resignation of Cllr Allen, a Councillor vacancy was advertised. No poll was called so the Council was able to consider co-option. One member of the public had expressed an interest in joining the Council and was in attendance at the meeting. After a brief interview, the Council approved his co-option.

It was **RESOLVED** that:

- a) The Council **approve** the co-option of Mr Paul Enright-King to the Council. Cllr Enright-King made and signed the Declaration of Acceptance of Office and joined the Council for the remainder of the meeting.

24. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that:

In view of the confidential nature of the following item, which relates to the business matters of other individuals and organisation, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (admission to Meetings) Act 1960 as amended by the Local Government Act 1972.

25. STAFFING UPDATE

The Clerk provided members will an update on several staffing matters and the interim actions taken to ensure that, insofar as is possible, Council business proceeds uninterrupted. The Clerk also presented a proposed new Disciplinary and Stress Management procedures for adoption by the Council.

It was **RESOLVED** that:

- a) The Council **approve** the proposed job description and salary for the new Parish Clerk and appoints the Chairman and Vice Chairman, in consultation with the Interim Clerk, to the interview panel
- b) The Council **approve** the new Disciplinary and Stress Management Procedures

Chairman's Signature _____

Date: _____