



DUSTON PARISH COUNCIL

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Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Resources and General Purposes Committee **Minutes Wednesday 6th December 2023**

RGPC37/23. To receive apologies for absence

- Apologies were received from Cllrs Barnes and Maitland.

RGPC38/23. To receive and approve the minutes for signature of the meeting held on 12th October 2023

- That the minutes of the meeting held on the 12th of October 2023 were approved as a true record and signed by the Chair (APPENDIX A).

RGPC39/23. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda .

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interest declared.

RGPC40/23. Public Participation Session.

- There were no members of the public present.

RGPC41/23. Four Year Plan Review

- The Committee discussed each aim individually, the Clerk provided a verbal status update upon each and every objective, noting if the aim had been achieved or highlighted as a priority from another Committee.
- **RESOLVED:** That the Four Year Plan was received, discussed and noted.

RGPC42/23. NCALC AI Task Group

- At the last meeting of the NCALC AI Task Group, Andrew Ward the Managing Director of Scorchsoft, a Birmingham based tech company and author of 'The ChatGPT guide for Business. He provided the group with invaluable insight on how AI systems work, the power of AI tool when used correctly and answered many questions from the present Clerks and Councillors. The Assistant Clerk provided the Committee with a summary of the discussions.
- The Assistant Clerk will continue to be a member of the NCALC AI task group.
- **RESOLVED:** That the verbal update from the Assistant Clerk was received and noted.

RGPC43/22. Councillor IT Equipment

- The Clerk is keen for this issue to be dealt. There are a variety of views amongst councillors such as some wanting to keep paper copies, some wanting a large TV screen or projector and other suggesting tablets or laptop.
- **RESOLVED:** That a report should be presented to the January Full Council meeting so a final decision can be made.

RGPC44/23. Asset Transfers to Duston Parish Council

- The Clerk said progress in transferring these assets is slow but progress is being made. Members of the Committee expressed a desire for all these land assets to be transferred to Duston Parish Council in 2024.
- **RESOLVED:**
 - a) That the verbal update upon the transfer of Parks, Public Open Space & Allotments from West Northamptonshire Council was received and noted.
 - b) That the verbal update upon the transfer of Telstar Way POS (known as "Duston Gardens") was received and noted
 - c) That the verbal update upon the transfer of Alfred Knight Footpath, 3 streetlights and Rosevilla Road Access Way was received and noted.

RGPC45/23. St. Luke's Centre and Field Transfer

- **RESOLVED:**

- a) That the West Northamptonshire Council's community asset transfer policy (APPENDIX C) was received.
- b) To recommend to Full Council that the Clerk applies for a community asset transfer for St. Luke's Centre and St. Lukes Playfield.

RGPC46/23. Staff Training

- **RESOLVED:** That the proposal of one of staff training from NCALC on the structures and processes of parish councils, customer care and complaints training was approved.

RGPC47/23. Draft Budget 2024/25

- The Clerk/RFO gave Committee an overview of the financial position of the Council.
- **RESOLVED:** That the Draft Budget for 2024/25 (APPENDIX E) received, discussed and noted.

RGPC48/23. Meetings Papers Policy

- **RESOLVED:** That the updated version Meetings Papers Policy (APPENDIX F) was received discussed and approved. The Clerk will circulate this to all councillors by email.

RGPC49/23. Recruitment of Facilities & Estates Officer

- The Committee discussed the third vacant position of Facilities & Estates Officer and noted that the post has been advertised with nobody suitable coming forward.
- The Clerk said a temporary solution might have been found and discussed this with the Committee.
- **RESOLVED:**
 - a) That the discussion surrounding the current recruitment of the Facilities & Estates Officer was noted.
 - b) The Committee approved of the temporary solution put forward by the Clerk.

RGPC50/23. Appointment of Staffing Sub-Committee

- The HR Sub-Committee asked the Clerk to change the Disciplinary and Grievance Policies and this has now been approved by the Council. As a result the Resources & General Purposes Committee need to appointment a Staffing Sub-Committee.
- A discussion took place on what is the appropriate role of councillors in HR processes.

- **RESOLVED:** Cllrs Enright-King, Ingram, Maitland and Ennis-Clark were appointed to be members of the staffing sub-committee for the remainder of the municipal year 2023/24 as set out in the disciplinary and grievance procedure.

RGPC51/23. Exclusion of Press and Public

- **RESOLVED:** That the public and press be excluded from the meeting for item RGPC52/23. HR Matters was approved.

RGPC52/23. HR Matters

- **RESOLVED:**
 - a) That the discussion on the current HR issue(s) were noted.
 - b) That the action to investigate the incident was approved.
 - c) That the Clerk was appointed as the independent investigator.
 - d) The Clerk to keep the Chair of Resources & General Purposes Committee informed.

Meeting ended at 9:00PM