

TINTAGEL PARISH COUNCIL



'Tintagel's Great Seal'

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28TH August 2014

DRAFT Minutes of the Extra-Ordinary Meeting of Tintagel Parish Council held on Wednesday 27th August 2014 at 7.00 p.m. at Tintagel Social Hall

Present: Cllrs. Dyer, Wickett, Spurdens, Dorman, Hodge, Lewis and Goward
Apologies: Cllrs. Brooks, Flower & Hockerday
Cllr. G. Brown (Cornwall Council) was in attendance.
Fifteen members of the public were present
Mr. Hart filmed proceedings.

Declarations of Interest

None

Invitation to members of the public to speak prior to meeting regarding items on the Agenda (10 minutes allowed for this item)

A member of the public spoke about his recording of the last meeting. He alleged Cllr. Hodge had accused him of filming illegally and in the absence of an apology would take further action. A second member of the public spoke to say he felt a mountain was being made of a molehill and he would take any action as he felt appropriate to oppose the previous speaker's actions. A third member of the public accused the Clerk of deliberately withholding information from the public by failing to publish the NDP Steering Group minutes dated 14.7.14 & 29.7.14 on the TPC website. He stated this was the only way members of the public can find out what the Steering Group has been doing. The Clerk challenged this serious accusation by explaining that there is a process which includes approval by the TPC before documents are published on the website and that the documents referred to are in the process of being dealt with.

To consider and approve the Minutes of the previous meeting held on 13th August 2014

Pg. 1461 – Cllr. Goward noted that in his opinion the resolutions were not in accordance with Standing Orders. The Clerk asked him if he had any proposal to make to amend the Minutes. He had no further comment.

It was proposed by Cllr. Wickett seconded by Cllr. Spurdens and resolved that the Minutes be signed as a true record of the meeting. Cllr. Dorman abstained from the vote as she was not at the last meeting. Remainder in favour.

To consider and accept the letter of resignation from the Clerk, Mrs. S.J. Moth, dated 13.8.14

The Chairman reported that she had received a letter of resignation from the Clerk dated 13.8.14. She read a short statement and thanked the Clerk for her 10 years of service. The Clerk thanked her for her kind comments. Cllr. Goward asked that the letter be read out and the Clerk did so on the Chairman's behalf. It was proposed by Cllr. Spurdens, seconded by Cllr. Dorman and RESOLVED that the letter of resignation be accepted. All in favour.

To consider the plan of action regarding the Clerk vacancy

It was proposed by Cllr. Dorman seconded by Cllr. Hodge and RESOLVED that this item be discussed in Committee at the end of the meeting. All in favour.

To consider the plan of action regarding management of Tintagel Visitor Centre

It was proposed by Cllr. Dorman seconded by Cllr. Hodge and RESOLVED that this item be discussed in Committee at the end of the meeting. All in favour.

Neighbourhood Development Plan:-

- **Email from NDP Steering Group re: proposed meeting September 2014**
- **Confirmation of advice re: Parish Council Advisory Committee**
- **Advice received from Gemma Hankin re: NDP Funding**

The Clerk conveyed the information contained in the above correspondence.

Cllr. Goward advised that 4 members of the Steering Group had resigned. The Clerk confirmed that she had already had an email from Mrs. Beckett advising of her resignation from the group.

Cllr. Goward still objected to the idea of changing the Steering Group to an Advisory Group. The Clerk noted that Cllr. Goward continued to dispute the advice she was obtaining and reporting to the Parish Council.

Cllr. Goward advised that he felt the Parish Council should apply for funding. Cllr. Wickett asked if a budget had been prepared. Cllr. Goward advised it had but had not been presented to the Council.

Cllr. Wickett advised he had been made aware of two emails which had been sent, one by the Project Manager and one anonymously from an NDP email address. He felt he had no confidence in the Project Manager or the Parish Council representative on the Steering Group.

Cllr. Goward noted he felt the Parish Council misunderstood the process.

Cllr. Hodge stated that he had hoped the NDP project would be successful. The Parish Council had handled several large projects in the past and had a successful track record. Sadly the NDP project appears to be failing. Given the Steering Group resignations and Clerks resignation he is struggling to see a way forward.

The following resolution was proposed by Cllr. Spurdens, seconded by Cllr. Wickett, all in favour.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item:-

CORRESPONDENCE AND MATTERS REQUIRING ATTENTION BEFORE SEPTEMBER MEETING

Tintagel Parish Council Staffing Committee:

- **To note the Minutes of the Meeting of the Staffing Committee dated 2nd July 2014** – it was proposed by Cllr. Wickett, seconded by Cllr. Dorman and RESOLVED that the Minutes be noted. All in favour.

It was proposed by Cllr. Dorman, seconded by Cllr. Wickett and RESOLVED that the following four documents be accepted subject to amendments to be made to take account of the Clerk's recent resignation. These amendments to be discussed immediately. All in favour.

1. **Job Description for Clerk** - amendments discussed and noted by Cllr. Hodge
2. **Job Description for Responsible Finance Officer** - amendments discussed and noted by Cllr. Hodge
3. **Person Specification** - amendments discussed and noted by Cllr. Hodge
4. **Annual Staff Appraisal** – noted.

The Clerk was asked if she would continue the publication of the parish newsletter for the time being and she agreed that she would.

To discuss and take appropriate action following receipt of letter from Mrs. S.J. Moth, Clerk dated 13.8.14 giving notice of termination of employment

It was proposed by Cllr. Dorman, seconded by Cllr. Spurdens and RESOLVED that the amendments be made to the above four documents by a small Working Group comprising of Cllrs. Dyer, Hodge, Wickett & Lewis, to then be circulated to members by Tuesday 2nd September for approval at the September meeting. All in favour.

The Working Group would also produce a draft advert for the position of Clerk for the paper to be approved at the September meeting.

The Clerk would email copies of the above four documents to Cllr. Hodge along with Salary Scale information.

Tintagel Visitor Centre: to give consideration to a letter to be sent to all volunteers regarding the future management of the Visitor Centre

The Working Group would also produce a draft letter to be sent to all volunteers at the Visitor Centre advising them of the possibility of a paid position at the Centre.

There being no further business, the Chairman closed the meeting at 8.05 p.m.

Chairman