



Hadleigh Town Council

The Guildhall,
Market Place,
Hadleigh,
IP7 5DT
Tel: 01473 823884

EXTRAORDINARY FULL COUNCIL MEETING

Tuesday 29th September 2020 at 7pm via videoconferencing.

MINUTES

1. Opening	a) The Mayor welcomed Councillors and the public to the meeting. Councillors attending: Minns (Chair), Bayliss, Gordon, Gregg, Hinton, Knock, McLeod, Schleip, Talbot. Also in attendance: The Town Council Manager, Town Council Administrator and 17 members of the public. b) Apologies for absence were received from Councillor Beggerow c) No declarations of interest were made. d) No requests for dispensations were made.
2: Suspension of Standing Order 7	Proposed by Councillor Minns, seconded by Councillor Hinton it was agreed to suspend Standing Order 7 for the next agenda item.
3: Amendment to Schedule of Delegations and Terms of Reference	<p>The Town Council Manager advised the meeting that the document being considered had been drafted using the National Association of Town Council (NALC) wording.</p> <p>It was noted that the Terms of Reference agreed at the July 2020 Full Council meeting had been erroneous in setting up the Human Resources Panel as a committee when it should be a sub-committee.</p> <p>The Chair of the meeting advised that Hadleigh Town Council ‘must conform to the recommendation and advice of SALC, which the present form of words now does’.</p> <p>The Town Council Manager advised it was drafted using the NALC model structure and model wording, so is correct. The previous version, where we had an error, established the HR Panel as a committee. So, using the standard form of wording we rename it to further emphasize that change and it is now the Staffing Sub-Committee, which is the wording used nationally.”</p> <p>Councillor Talbot: “...Andy [McMillan] is saying that this is basically standard practice that is recommended by NALC and is basically what everyone around the country does.”</p> <p>[Under the Local Government Act 1972 Section 12 named individuals cannot be discussed in public, including names, terms of employment, conditions of service, salary] As such there is a need for these meetings to be held confidentially.</p>



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	<p>Whilst it was felt that specific items needed to be discussed in public, the Town Council were being open and honest in suggesting that matters of a confidential nature should be dealt with by the staffing sub-committee. Following a robust discussion, Councillor Knock requested a recorded vote. Proposed by Councillor Schleip, seconded by Councillor Hinton, it was resolved to approve the amended Schedule of Delegations and Terms of Reference. Councillors in favour Bayliss, Gordon, Hinton, McLeod, Minns, Schleip, Talbot; Against the proposal was Councillor Knock, and Councillor Gregg Abstained from voting.</p>
4: Future Meetings	The next scheduled Full Council meeting will be on Thursday 15 th October 2020 at 7.00pm
7: Close of meeting	The meeting closed at 7.23pm.

Prepared by *A. McMillan* Andrew McMillan Town Council Manager

30th September 2020