

WHITEHAVEN COMMUNITY GOVERNANCE REVIEW PANEL

MINUTES OF MEETING HELD ON 11 FEBRUARY 2014 at 11:00am
IN THE NICHOLSON ROOM, THE COPELAND CENTRE.

Present: Councillors Peter Kane (Chairman); George Clements; Geoff Garrity; David Moore; Gillian Troughton and Peter Tyson.

Apologies for Absence: Councillor Stephen Haraldsen; John Kane and Alistair Norwood.

Officers: Lindsay Tomlinson, Democratic Services Manager and Monitoring Officer, Clive Willoughby, Member Services Technical Support Officer; Carole Edgar, Accountant-Financial Reporting & Technical and Clinton Boyce, Legal Services Manager.

WCG 19/14 Appointment of Chair

Due to the absence of both the Chair and Deputy Chair for the start of the meeting, it was moved by Councillor Geoff Garrity, duly seconded and

RESOLVED – that Councillor George Clements be appointed Chair for this meeting, until the arrival of Councillor Peter Kane.

WCG 20/14 Minutes

The Minutes of the meeting held on 24 November 2014 were signed by the Chairman as a correct record.

Arising from the minutes the Democratic Services Manager and Monitoring Officer clarified the number of Wards, Councillors, the eligibility criteria and deadline dates for the new Whitehaven Parish Council and confirmed that the Reorganisation Order was signed following the decision agreed at Full Council on 4 December 2015.

WCG 21/14 Whitehaven Parish Council

a) Appointment of a temporary clerk

The Panel considered arrangements for an Interim Parish Clerk, taking into account input from the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).

Members also took into account a Job Description and Person Specification created by Eden District Council for a similar vacancy for the new Penrith Parish Council.

Also considered was the type and length of contract to be offered.

Members then suggested that the applications be shortlisted by the Democratic Services Manager and Monitoring Officer and Councillor Peter Kane as Panel Chairman.

It was further suggested that the resulting interviews to be conducted by the Democratic Services Manager and Monitoring Officer; Councillor Peter Kane as Panel Chairman; Councillor Keith Hitchen as a Parish Clerk and Chairman of Copeland Association of Local Councils interview and Councillor David Moore.

RESOLVED – that

- i) the Eden DC job description for an interim Clerk at Penrith Parish Council be used as a model for the Whitehaven Parish Council interim Clerk;
- ii) the interim Parish Clerk be in place until the end of June 2015;
- iii) the type of contract proposed be clarified with HR
- iv) an advertisement be drafted and circulated to members of this panel
- v) applications be shortlisted by the Democratic Services Manager and Monitoring Officer; Councillor Peter Kane.
- vi) Interviews be conducted by the Democratic Services Manager and Monitoring Officer; Councillor Peter Kane as Panel Chairman; Councillor Keith Hitchen as a Parish Clerk and Chairman of Copeland Association of Local Councils interview and Councillor David Moore.

b) Other matters for consideration

The Panel was updated on the transfer of the Ceremonial Whitehaven Jewell and Allotments and the insurance implications of both.

It was suggested that notification be issued to all allotment holders advising them that the new parish council would be taking over their contracts

RESOLVED – that

- i)** the insurance implications of transferring the Ceremonial Whitehaven Jewell and Allotments to the new parish council be clarified with the Finance department.
- ii)** Allotment tenants be notified of the change of landlord.

The meeting closed at 12:10pm

Chairman.....

Date.....