

Minutes of **THE STAFF & ADMINISTRATION COMMITTEE** held at
The Old Station, Station Road, Groombridge on
MONDAY 21st SEPTEMBER 2022 at 7.30pm

PRESENT Cllrs Nick Anderson, Andrew Fane (Chair), Robert Gordon-James, Diana Kelly, Paul Watkins, Linsey Winter

In attendance: Deborah Siddle - Clerk (minutes)

Members of the public are encouraged to attend meetings and there is a 10-minute opportunity for members of the public to address meeting. There were no members of the public present.

1. APOLOGIES: – None

An invite had been extended regarding item 6, but the Councillor concerned was unable to attend.

2. DECLARATIONS OF INTEREST – None

3. TO CONSIDER WHETHER TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS 4-7 PURSUANT TO SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 ON THE GROUNDS THAT PUBLICITY WOULD BE PREJUDICIAL TO THE CONFIDENTIAL NATURE OF THE BUSINESS

002357 **RESOLVED** to exclude press and public.

4. MINUTES and MATTERS ARISING

002358 **RESOLVED** that the minutes (and confidential file note) of the meeting held on 5th September 2022 were approved.

Completed Actions

Minute no.	Who	Item
Pg. 2563	Clerk/ Committee	Actions relating to Councillor Conduct (in confidential file note) taken forward
002344	Clerk	Review of Administrator/ Volunteer Facilitator role taking place 8 th November
002345	Clerk	Review of overtime taking place 8 th November

Actions from previous meetings still to be completed

Minute no.	Who	Item
Pg. 2473	Clerk	Review achievements against Parish Plan
Pg. 2474	Assistant Clerk/ Highways Coordinator	Recommend to Council to hold an annual forum to allow the public to feed in highways related concerns in a solution-based way
Pg. 2474	Staff/ Cllr Winter	Update guidelines on councillor's involvement in WPC projects

Actions from this meeting

Minute no.	Who	Item
	Cllr Watkins	Invite councillor concerned in conduct matters to an informal update meeting
	Staff Committee	Recommend to October Council to make a Code of Conduct complaint
	Cllr Gordon-James/ Clerk	Draft the complaint including suggested outcomes for agreement by Staff Committee prior to Council
	Clerks	Consider Dealing with Difficult People training

5. COUNCILLOR CONDUCT

The Committee considered the lack of progress made by the Councillor concerned and felt that it had exhausted opportunities to resolve the issues internally.

002359 RESOLVED to recommend to October Council to make a Code of Conduct complaint to the District Monitoring Officer.

The Committee agreed next steps:

- Cllr Watkins to invite councillor concerned to an informal meeting with himself and Cllr Kelly, to update them
- October Council to receive a recommendation to make a Code of Conduct complaint to the District Monitoring Officer
- Cllr Gordon-James and the Clerk to draft the complaint including suggested outcomes, for agreement by Committee on email prior to going to Council
- Clerks to consider undertaking the SLCC Dealing with Difficult People training

6. MATTERS OF URGENT IMPORTANCE FOR NOTING OR INCLUSION ON A FUTURE AGENDA

Noted that Councillor Co-options are expected to go to November Council.

7. TO INVITE THE PUBLIC TO RETURN TO THE MEETING IF THEY WERE EXCLUDED FOR THE PREVIOUS ITEMS

002360 RESOLVED to invite press and public to return.

8. DATE OF NEXT MEETING – 23rd November at 7pm at the Parish Office.

The meeting closed at 7.50pm