

**INGLEBY BARWICK TOWN COUNCIL**  
**MINUTES OF THE SPECIAL MEETING HELD AT 7.00 PM**  
**ON WEDNESDAY 1ST MAY 2019**  
**AT INGLEBY BARWICK COMMUNITY HALL**

**PRESENT:** Cllrs S. Barnes, (Chair), J. Emmerson, J. Kirby, A. Kenyon, M. Patterson, R. Patterson, J. Rutland, T. Strike, S.A. Watson

**IN ATTENDANCE:** M. West, Acting Clerk

1. **HOUSEKEEPING:** The Chairman advised those present of the emergency escape procedures.
2. **NOTICE OF MEETING:** The notice for the meeting had been published on the IBTC website.
3. **APOLOGIES FOR ABSENCE:** None received.
4. **DECLARATIONS OF INTEREST:** None were made.

The Chairman handed the Chair to Cllr Emmerson for the next item.

5. **APPOINTMENT OF NEW TOWN CLERK/RFO:** Cllr Emmerson reported that the Personnel Committee had shortlisted 4 candidates for Interview. The Interviews had been held on Saturday 27th April, with Cllrs Emmerson, Rutland and Watson as the Interview Panel. At the close of the interviews 2 candidates were in contention, each had their strengths and much to offer the Council, but the group were divided as to which should be selected. It had been decided therefore to provide all Councillors with the Candidates' Application Forms and the single Reference received for each. These papers were tabled, and Councillors provided time to read them before Cllr Emmerson gave more information about each candidate. After a lengthy discussion, the Council Chairman proposed the matter be put to the vote. The votes were 8 in favour of Joanne McGeeney with one in favour of the other candidate. It was therefore **RESOLVED** to offer the post to Mrs. McGeeney, with a start date of 3rd June. The Chairman proposed that the current Acting Clerk be retained as a Consultant, to provide support for the new Clerk, once her Induction period was completed. This proposal was unanimously supported.
6. **DRAFT PROTOCOLS AND DELEGATION SCHEME:** The Clerk had previously circulated draft copies of the documents under consideration.
  - (a) **Delegation Scheme:** The clerk noted that she had added two additional clauses to the Delegation Scheme, as a result of feedback from Cllr Kirby. These related to Working Parties, and particularly The Rings Community Hub Working Party, and to the Clerk's delegated responsibility for invoicing for room hire at The Hub. With these two additions, the Delegation Scheme was approved.
  - (b) **Protocol: Between Councillors and Council Employees** - approved without amendment
  - (c) **Protocol: Dealing with email correspondence** - approved without amendment
  - (d) **Protocol: Minutes** - approved without amendment.

It was **RESOLVED** to add the Delegation Scheme and Protocols to the Council's Policies and Procedures with immediate effect.

7. **INFORMATION FOR NEWLY ELECTED TOWN COUNCILLORS:** A draft copy had been circulated in advance of the meeting. No amendments were proposed. All present agreed that it was a very

useful introduction to the workings of the Town Council and the Clerk was commended for her work in preparing for the new Council, to be elected the following day.

Cllr Rutland wished to know when/how the presentation was to be made to the former Clerk. After a brief discussion, it was agreed that Cllrs Barnes and Kenyon would take the framed certificate to Mrs. Hall on the following evening.

The Chairman thanked everyone for their support and, as he and Cllr Kenyon were not standing for re-election, thanked Cllr Kenyon for her contribution over her period as a Town Councillor and wished all other Councillors good luck for the morrow. All Councillors expressed their warm appreciation to Cllr Barnes for his leadership and chairmanship over the last few years. He had ensured that party politics played no part in the Town Council's considerations and had helped everyone to work together for the benefit of the town.

The Acting Clerk stated that it had been a privilege to serve the Town Council and hoped that the new Council would work as well together.

*The Meeting closed at 7.55pm.*