

Part B

Complaint re The Council non compliance

Correspondence from a resident received by e-mail 31st January 2024 was circulated to all councillors in attendance and considered.

The following considered and response agreed.

1. "It is a legal requirement and was part of the job role of the Arthuret Council Clerk" that Minutes of meetings are posted on the parish council website.

Response

Transparency Regulations state there are currently no legal requirements for parish councils falling between the £25,000 and £200,00 threshold. Arthuret falls into this category. It is, however good practise that Councils follow these.

2. "The website is not is not viewable in a usable way on a mobile device"

Response

It is agreed this was the current situation, the clerk is addressing this with the website maintenance /updating.

3. " Minutes are not posted in date order and are posted as the PDF file name.lead to a document with s different title and location"

Response

Agreed to review the layout of minutes on the website.

4. "The Minutes are not a "true minutes and are a summary of the meetings"

Response

Minutes of a parish council are not verbatim, but a summary, and should record, for clarity, and include the decisions made by the council on the agenda item. Arthuret Parish Council do include any salient points raised.

Councillors

5. " Finally the minutes are unfortunately filled with spelling mistakes, and are at times close to "word salad" Where specificity is needed i.e. a document or email is referenced. The document name, title, the date received is not added so there is no clarity on what Arthuret Parish Council is discussing."

Response

Spelling mistakes? Agreed by the Parish Council and any words would have been corrected prior to posting on the website.

6. " A suggestion that the person who is composing the minutes and documentation to go on a basic English and Grammar course, training, on Office and Document creation and finally on minute taking which could be easily arranged through CALC"

Response

This was addressed on the following agenda item under Part B, , dated 8th February 2024, further correspondence received the Chairman and Vice Chairman, from the resident, Complaint on unprofessional behaviour of the clerk.

6. "recommend that "comic sans" is not utilised as is generally frowned upon as a "joke" format or patronising to the readership"

Response

The use of Comic Sans is one recommended to use as it is easy for those with dyslexia to read.

Complaint against the clerk

Reference the letter of complaint to the clerk's unprofessional behaviour relating to correspondence sent by the clerk on the 8th February. The clerk informed councillors this was sent and signed to the resident on a personal level in response to those personal comments towards the clerk in paragraphs 7 and 9 of the above correspondence. This was made apparent in the correspondence sent to the resident.

Copies of the correspondence were made available to all councillors at the meeting, as personal correspondence was collected at the end of the meeting and were for background information only.

Response

It was accepted this was a personal response, not as the parish clerk, to the comments in paragraph 7 and 9.

The chairman stated that in his opinion the clerk has always acted in a professional manner as the parish clerk.

Further noted that all councillors present were in agreement that the clerk had responded in a personal capacity to personal comments made against her and for that reason this was not a parish council issue.

