ARTHURET PARISH COUNCIL

You are summoned to an **EXTRA ORDINARY** meeting of the **ARTHURET PARISH COUNCIL** that will be held in **THE COUNCIL OFFICES, ESK STREET, LONGTOWN,** on **THURSDAY 19th NOVEMBER 2026** at **7:00pm**

Nicola Rushworth – Parish Clerk
Council Rooms
9 Esk Street
Longtown
CA6 5PU
clerk@arthuretparishcouncil.gov.uk

13th NOVEMBER 2026

Nicola Rushworth

AGENDA

1	**Public Bodies (Admission to Meetings) Act 1960** To consider resolving in terms of the Public Bodies (Admission to Meetings) Act 1960, that, in view of the confidential nature of the business to be transacted *(staff issues & internal complaints)*, it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw
2	**Apologies for Absence** To receive apologies and approve reasons for absence
3	**General Office Hours** To receive a request regarding the opening hours of the Council Offices *(copy herewith)*
4	**Private Working Office** To note the Clerks implementation of having a private office *(copy herewith)*
5	**Complaints and Grievances** To make the Full Council aware of multiple internal complaints and grievances that have been received • To hear from the RFO regarding complaints and grievances received against her • To receive a matrix on the number of complaints received and staff hours to deal with this *(to follow)* • To hear from any other Councillors who may wish to speak • To discuss and agree a way forward with number of complaints being received

Weekday Office Hours

The Clerk and RFO would like to request that the weekday Council Room opening hours be changed. We are proposing that the hours be 12:30 until 2:00pm as this is during residents' lunch breaks.

When we first took over the positions it was suggested that the Council Rooms are open to the public and Councillors for an hour and a half each day, However, this was not implemented due to not having any members of the public coming to the Council Rooms.

We now feel that this should be implemented.
This is due to us constantly having Councillors coming to the office at any time of day. We each work 12 hours per week from the office and are finding that a lot of time is taken up by Councillors. This is detrimental to our workload, and it is deemed that we are falling behind on tasks. We feel that overtime is not the answer and that if the Council Room was open to the public and Councillors for an hour and a half each day, we would be in better standing for concentrating on and completing our tasks.
This is not banning Councillors from seeing us and this is not an employment issue; this is purely to create a more efficient working office environment.

Thank you for your consideration. Clerk and RFO

November 2026

Private Working Office

The Clerk will be implementing the following: -

Going forward the Clerk's and RFO's office will be private with all meetings being held in the meeting room.
The Office is the Proper Officer's working environment and as such should be deemed as private.
This would also negate any sensitive documentation that we may have on our desk or computer screen being read.

It is unfortunate that the Clerk needs to implement this, however, due to issues that are arising on an ever-increasing basis, the Clerk feels that this is the only option available to protect the Proper Officers' health and wellbeing.

This is also not an employment issue; this is purely to create a more efficient working office environment.

November 2026