

# Bakewell Town Council

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## A Staff Committee Meeting of the Town Council is to be held in the Council Chamber, Town Hall, Bakewell at 2.15pm on Wednesday 7th June 2017

### Agenda

Non Confidential items

1. **Present**  
Cllr Steve Edwards, Cllr Alyson Hill Cllr Vivienne Parnham
2. **Appointment of Chair**  
Cllr Steve Edwards was appointed chair.
3. **To receive and accept apologies for absence**  
None.
4. **Chair's announcements**  
Cllr Steve Edwards welcomed everyone and outlined the business for the meeting.
5. **Declaration of Members Interests**
  - (a) **To enable members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.**  
None.
  - (b) **To receive and approve requests for dispensation from members in which they have a Disclosable Pecuniary Interest**  
None.
6. **Items in Exclusion**  
**To determine which items, if any, should be taken with the public excluded**  
It was not considered necessary to take any items in exclusion.
7. **Public Speaking**
  - (a) **A period of not more than 30 minutes will be made available for members of the**

**public and members of the Council to comment on any matter**  
None.

8. **Matters for decision**

**To review the following and to make recommendations to full Council:**

**(a) To review Clerks contract**

**Resolved:** To recommend retention of current contract.

**(b) Hours worked by Clerk, flexible working, home working and office closed to public periods**

The measures taken following minute 3283/16(b), remain effective. Provision of safety glass for lobby remains outstanding despite several attempts to resolve; this is to be progressed in the next two weeks.

**Resolved:** That the report be noted.

**(c) Support for Clerk/ barriers to working**

It is felt the support of the Staff Committee for the Clerk has promoted more confident working.

**Resolved:** That the report be noted.

**(d) Time off in lieu - current position**

This is being managed by the Clerk, with notification to the Mayor in cases where more than 3 standard working days (22h12m) has been accumulated. This arose once in the last 12 months. Currently approximately 6½h TOIL is owed to the Clerk.

**Resolved:** To note the current position and the action taken to manage time off in lieu.

**(e) Annual Leave current position**

All annual leave entitlement for 2016-17 as well as the approved carry forward from 2015-16 had been taken by 31<sup>st</sup> March 2017. Eighteen of twenty five days entitlement for 2017-18 has been booked. The remainder will be taken following agreement by line management.

**Resolved:** To note the present position and the action taken to manage leave during the last leave year.

**(f) Staff development and training needs**

The Clerk attended DALC Spring Seminar. Approval has been given by the council for Clerk to attend DALC training sessions on Tree and Woodland Management (July 2017) and Health and Safety and Risk Assessment (September 2017).

**Resolved:** To consider further training/development requests as they arise.

**(g) Items arising relating to:**

- i. **Health and Safety**
- ii. **Disability**
- iii. **Medical**
- iv. **Personal**
- v. **Work life balance**

The foregoing items were discussed with the Clerk.

**Resolved:** To record issues arising in the Staff File, to note the offer of a hearing test to the Clerk, to recommend (on Clerk's suggestion) purchase of high visibility jacket and boots.

**(h) Clerks' appraisal**

**Resolved:** To complete the appraisal within fourteen days.

**9. Risk Assessment**

**To consider risk assessment/insurance implications for items approved this meeting.**

All decisions taken in good faith.

The meeting closed at 3.05pm