

Bakewell Town Council

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A Staff Committee Meeting of the Town Council held remotely at 4pm on Wednesday 9th September 2020

Minutes

Non Confidential items

- 4772/20 **Present**
Cllr Paul Morgans, Cllr Bill Storey, Cllr Hilary Young
- 4773/20 **To elect a Chair**
Mayor Paul Morgans was elected as Chair
- 4774/20 **To receive and accept apologies for absence**
None
- 4775/20 **Chair's announcements**
Cllr Morgans welcomed everyone to the meeting.
- 4776/20 **Variation of order of business**
It was not considered necessary to vary the order of business.
- 4777/20 **Declaration of Members Interests**
Members are required to declare the existence and nature of any interests they may have in subsequent agenda items in accordance with the Town Council's Code of Conduct. Those interests are matters that relate to money or that which can be valued in money, affecting the Member her/his partner, extended family and close friends. Interests that become apparent at a later stage in the proceedings may be declared at that time.
None received.
- 4778/20 **Items in Exclusion**
To consider whether any items should be discussed in exclusion of the public and press.
It was not considered necessary to take any items "in exclusion".
- 4779/20 **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
Cllr Hilary Young said he was pleased to see draft minutes being issued earlier. He

asked that, for ease of reference, a reminder email containing the link to join remote meetings is sent out 30 minutes prior to the start time. Cllr Young asked for clarification on the Annual Return process and the requirement to hold a meeting for its sign-off in August.

The wording of a notice purpose of the gate across the footpath at Parsonage Field and the walling work was discussed. It was suggested that the item be carried on the Town Council's website, social media page and a copy sent to the Peak Advertiser.

4780/20 **Matters for decision**

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

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

The Clerk has been working from home for BTC since 17th March 2020 (minute 4649/20 refers) with periodic visits to the office to collect post and to complete tasks that cannot be accomplished remotely. Since the start of lockdown the quantity of post has diminished dramatically.

Closure notices have been posted and the office answerphone directs callers to the Clerk's own mobile phone. The office phone offers secure remote operation and the answerphone is regularly checked for "stray" messages. These are rare but can be easily retrieved.

The mechanism for a partial reopening of the Clerk's Office was discussed. This would provide a physical point of presence and, with appropriate safeguards (for example the use of the office lobby and closed glass screens) allow access to the public. A system of pre-arranged appointments will be required whilst access to Town Hall remains restricted.

Resolved: To recommend to council that the Clerk's Office is staffed each Wednesday and that the Clerk is to be available to the public for pre-arranged appointments. A risk assessment is to be undertaken and approved by Council prior to re-opening the office.

(b) Support for Clerk/barriers to working

The Clerk reported that since the last Staff Committee meeting significant project work had been undertaken including;

- Parsonage Field; sheep ingress, walling, mowing regime, grants, gate damage
- Woodland Management, tendering, analysis, letting the contract, and follow up
- Bench painting and street furniture maintenance
- Financial Regulation review
- Riverbank project
- Neighbourhood Plan

Staff Committee members encouraged the Clerk to share problems causing a barrier to progress.

Resolved: To continue to monitor progress.

(c) Time off in lieu - current position

The Clerk reported that as of week ending 6th September 2020 a total of 22h19m has been accrued. This had been reported to the Mayor as it is over the notification threshold of 22h12m (3 standard days). TOIL is taken preferentially to leave and time off has been booked.

Resolved: To note the current position and the action taken to manage TOIL.

(d) Annual Leave current position

As of week ending 6th September 2020, 23 days and 53 minutes remain of the 25 day annual leave allowance. Time off amounting to 12 days has been requested to the end of 2020, with further days to be booked.

Resolved: To note the current position and the action to be taken to manage Annual Leave.

(e) Staff development and training needs

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

(f) Items arising relating to:

Health and Safety, Disability, Medical, Personal, Work Life Balance

Resolved: To record issues arising in the Staff File.

(g) To approve taking into use of new National Pay Scales, backdated to 1st April 2020

Resolved: To recommend the adoption of the revised scale backdated to 1st April 2020.

4781/20 **Risk Assessment**

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

All decisions taken in good faith. A risk assessment will be made and put to Council for approval prior to the resumption of office based working.

4782/20 **Time, date and place of next Staff Committee meeting**

The next Staff Committee meeting will take place on Tuesday 13th April 2021, the time and place to be confirmed based on conditions prevalent at the time.

The meeting closed at 5.10pm