

# Bakewell Town Council

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## A Staff Committee Meeting of the Town Council held remotely at midday on Tuesday 13<sup>th</sup> April 2021

### Minutes

Non Confidential items

- 4896/21 **Present**  
Cllr Paul Morgans, Cllr Bill Storey, Cllr Hilary Young
- 4897/21 **To receive and accept apologies for absence**  
None
- 4898/21 **Chair's announcements**  
Cllr Morgans welcomed everyone to the meeting.
- 4899/21 **Variation of order of business**  
It was not considered necessary to vary the order of business.
- 4900/21 **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.
- 4901/21 **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".
- 4902/21 **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 received.

4903/21 **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 Clerk continues to work from home as has been the case since 17<sup>th</sup> March 2020 (minute 4649/20 refers). Regular visits are made to the office to collect post and to complete tasks that cannot be accomplished remotely (see minute 4780/20(a)).

**Resolved:** That the arrangements are noted. Clerk to add an item to the meeting to be held on Wednesday 5<sup>th</sup> May 2021 regarding the partial reopening of the office (see minute 4795/20(a)).

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

**Resolved:** To recommend to Council that meeting minutes should be prioritised over other work to so they are produced and issued within two working days of the meeting and that action on the minutes is complete within four working days.

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

Nil; TOIL has been managed across the period and has not exceeded the management notification threshold of 22h12m (three standard days) since the last Staff Committee meeting.

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

**(e) Annual Leave current position**

At the end of the 2020-21 leave year 24 hours of the Clerk's leave allowance remained and, with the agreement of the Mayor in his role as line manager, this has been carried forward. None of the allowance of 25 days or the two extra-statutory days for 2021-22 has yet been used. The Clerk will submit a request to Council to cover known leave requirements at the Annual Meeting in the usual manner.

**Resolved:** To note the current position.

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

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

**(g) Items arising relating to: Health and Safety, Disability, Medical, Personal, Work Life Balance**

**Resolved:** To record issues as necessary in the Staff File.

**(h) Clerks' appraisal**

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

4904/21 **Risk Assessment**

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

All decisions taken in good faith. No new Risk Assessment or insurance items received.

The meeting closed at 12.47pm