



110 High Street, Tibshelf, Derbyshire, DE55 5NU
Tel: 01773 875093

9 September 2021

To: All Members of the Resource Committee of Tibshelf Parish Council
Members: Cllrs A Beckett, Brentnall, Coupe, Salt MBE and Whitehead

NOTICE OF MEETING OF:

You are summoned to the **Meeting of the Resource Committee of Tibshelf Parish Council to be held on Tuesday 14th September 2021-7pm**

The other 6 Members of the Council and Members of the public are invited to attend

**The Meeting will be held face to face in the Village Hall
Masks and Hand Gel will be available**

S Coldwell
Mrs Susan Coldwell
LOCUM Parish Clerk/R.F.O.

AGENDA

1. To receive apologies for absence.

Council Members are to contact the Clerk giving notice of their apologies and reason direct via email theclerk@tibshelfparishcouncil.gov.uk or telephone before 6pm on Tuesday 14th September 2021.

2. Declaration of Members Interests.

a) Members must ensure that they complete a Declarations of Interest prior to the start of the meeting and must indicate the action to be taken (i.e., to stay in the meeting, to leave the meeting or to stay in the meeting to make representations and then leave the meeting prior to any consideration or determination of the item).

Where a Member indicates that they have a prejudicial interest but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) of Public Speaking.

The Declarations of Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

(b) To receive and approve requests for dispensations from members on matters in which they have a disclosable pecuniary interest.

3. Public Speaking.

A period of not more than fifteen minutes will be made available for members of the public and Members of the Council to comment on any matter. Where a Member indicates they have a prejudicial interest but wish to make representations regarding the item before leaving the meeting, those representations must be made under item (c) below. (If the item to which representations or comment were made by a Member is on the Agenda the Member must declare that interest again and withdraw from the meeting during consideration of that item).

NONE EXEMPT ITEMS

4. To appoint a Chairman of the Resource Committee for the year up to May 2022

a) Terms of Reference for the Resource Committee approved at the meeting held May 2021 (attached) as reference only

b) To review advice from the Locum Clerk at the Annual Meeting held May 2021 regarding setting up 2 sub committees in relation to HR-See report (attached)

5. **To review the use of the Pavilion and Sports/Recreation Ground**
 - a) Tibshelf Football Club Lease-See attached report of minutes prior to Locum Clerk Feb 21
 - b) Tibshelf Football Club Lease-Latest electronic copy for information attached
 - c) Tibshelf Food Bank-See report attached
 - d) Booking's procedure, pricing of use of Pavilion for youth activities/Tibshelf Band/Other groups
6. **Meeting Room**
 - a) Place to store table tennis table, hot serving trolley etc. to make the room fit for hiring
 - b) Cost of hiring of the meeting room
7. **Cemetery**
 - a) Request to place a bench in the cemetery-attached requested June 2021
 - b) Latest conditions for benches, bird baths and bushes in parish office files
8. **Rangers Duties known as at the end of August 2021 for information (W.I.P.)-see attached**

EXEMPT ITEMS

Members to resolve that the following items be transacted in a 'closed session' to members of the Public in line with the:

Public Bodies (Admission to Meetings Act) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion in accordance with the above Act.

9. **Tibshelf Football Club-Private communication relating to item 5a) and b) above**
(Information only attached)
10. **Extension of contract of Variable Hours Administration Assistant-report attached**
(Contract commenced 11 October 2020. Signed by Clerk February 2021)
11. **Home working policy-attached advice from Ellis Whittam confirming advice given by Locum Clerk in item 10 above, March 2021**
12. **Rangers meeting with the Locum Clerk**
 - a) Notes of meeting held 15 July 2021 attached (Information only)
 - b) Overtime cost for hours decorating the Village Hall-Verbal report by Locum Clerk
(To be paid by Tibshelf Parish Council or Tibshelf Village Hall)
13. **Line Manager for the Clerk/R.F.O.-report attached by Locum Clerk**
14. **Procedure for line management of staff when Clerk/Administration Assistant not available**
15. **Recruitment for permanent Clerk**
(Verbal Report from Cllr K Salt MBE as current Chair of Resource committee)
19. **Date and Time of Next Meeting-To be agreed**
Advised on year planner for Tuesday 26 October 2021-7pm
20. **Notes for Councillors of items to discuss at the next meeting of Resources Committee (attached)**