

Formally approved at the FPC meeting 21 September 2021
Tibshelf Parish Council
Minutes of the Extra Ordinary Meeting of Tibshelf Parish Council
held on 31 August 2021 at 7.00 p.m., in the Village Hall.

Present: Cllrs A Beckett (Chairman), P Billington, I Brentnall, R Vaughan, M Coupe,
R A Heffer, K Salt, D Watson, C Whitehead

In attendance: Mrs S Coldwell – Locum Clerk

Members of public: None

0821/2537 Apologies for Absence.

An apology was received from Cllr S Wood who was working
Apologies were accepted
The Locum Clerk and the Chairman had not heard anything from Cllr R Foley. None
attendance to be notes

0821/2538 Declaration of Members Interests.

None.

0821/2539 Public Speaking.

None.

0821/2540 Reimbursement to Locum Clerk for payments made on behalf of Tibshelf Parish Council

a)	Keys cut for pavilion field gate (cash)	£11.80
b)	MOT for pickup truck (cash)	£45
c)	Decorating materials for Village Hall on account from Wickes (Paid by personal credit card online)	£188.10

All agreed to reimburse the Locum Clerk for the above amounts. Cllr Coupe moved and
Cllr Heffer Seconded. All in favour

d) Which payments to be made from Tibshelf Parish Council account or Tibshelf
Village Hall Charity account

All agreed for this to be an item on the Village Hall Committee.

0821/2541 Report from visit of Ellis Whittam (Health & Safety Advisors) Mon 16 Aug 21

a) A Detailed report circulated

The information was noted and a discussion took place.

Cllr Beckett stated the items in red need to be actioned as soon as possible

Cllr Heffer asked that the Locum Clerk contact the football club about storage of the
fuel at the Pavilion, this and general storage need to be addressed.

Cllr Beckett requested the Locum Clerk contact our electrical contractor for the fixed
wiring testing.

Cllr Beckett asked for the Locum Clerk to obtain quotes for the walkway and potholes
at the Village Hall. Also, the trip hazards at the cemetery, then these be taken to the
relevant meetings.

Cllr Beckett requested the Locum Clerk obtains asbestos survey quotations.

The Locum Clerk is to contact Ellis Whittam for clarification around item 2 which
documents comments around stress, bullying and harassment.

b) General Risk Assessment (GRA) summary report

The information was noted.

c) Action taken on urgent High matter of showers

Preventative measures for legionella are being put in place as per the Locum Clerks email
and users have been informed by the Clerk not to use showers until instructed to do so.

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- d) Health & Safety Policy Statement – To agree to accept and adopt.
Cllr Beckett proposed, and Cllr Brentnall seconded. Cllr Watson abstained; the rest were in favour.
- e) Environmental Policy Statement-To agree to accept and adopt. Cllr Beckett proposed, and Cllr Brentnall seconded. Cllr Watson abstained; the rest were in favour.
- f) Health & Safety Responsibilities of Tibshelf Parish Council
All agreed to accept and adopt. Cllr Beckett proposed, and Cllr Brentnall seconded, all in favour.
- g) Advice on Communication & Consultation
The information was noted.
- h) Decision from the council to set up a subcommittee of Councilors to support Parish Clerk and staff called 'Health & Safety committee' and view the online portal of Ellis Whittam to monitor action from the GRA and report back to full council
Cllr Beckett suggested a member of staff sits on the committee. Cllr Coupe proposed and Cllr Beckett seconded the set-up of the committee.
Cllr Beckett, Cllr Watson, Cllr Heffer, Cllr Whitehead and Cllr Coupe agreed to form the committee. All in favour.

The Locum Clerk to contact staff to see who would like to join. The Locum Clerk is also going to arrange access to the Health & Safety portal, for the Cllrs on this committee.

0821/2541 Resolution by Parish Council to discuss items 7 & 8 under 'Exempt' by order of

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 a meeting shall be by a resolution which shall give reasons for the public's exclusion in accordance with the above Act.

Cllr Beckett proposed and Cllr Watson seconded, all in favour.

EXEMPT ITEMS

0821/2542 Fixed term contract for Locum Parish Clerk/R.F.O.

a) Decision from council to extend fixed term contract beyond 14 September 21

A discussion took place.

Cllr Beckett proposed to extend beyond 14 Sept 21 until the 14 Oct 21, and then have an indication of timeframe at that meeting. Cllr Salt proposed to extend until 31 Dec 21.

The Locum Clerk said she is prepared to stay until December and would reduce her hours as the needs demand and take her annual leave gradually.

Cllr Heffer proposed the Locum stays until she feels happy the new clerk is trained on how processes work and gave a date of 14 December 21. He then amended this to 24 December 21, Cllr Heffer proposed, and Cllr Coupe seconded. All in Favour.

0821/2542 Agreement to pay unused annual leave due up to the last working day of the Locum Clerk (if necessary)

A decision on this item was not relevant as it is assumed that, if the fixed term contract is extended to December and a new Clerk is in post, then the Locum Clerk should be able to take contractual annual leave before her last working day.

0821/2543 Date of next meeting of the Resources committee Tuesday 14 September 2021-7pm-The information was noted.

0821/2544 Date of next meeting of Full Parish Council Tuesday 21 September 2021-7pm The information was noted.

The meeting closed at 8.30pm.