

Formally approved at the meeting of the FPC 21/9/21-Public attention
Meeting of the Resource Committee of Tibshelf Parish Council
held on Tuesday 14th September 2021-7pm in the Village Hall

MINUTES

Present:	Resource Committee:	Cllr A Beckett Cllr I Brentnall Cllr M Coupe Cllr K Salt MBE Cllr C Whitehead
	Councillors in attendance	Cllr P Billington Cllr R Vaughan Cllr D Watson
	Locum Parish Clerk	Mrs. Susan Coldwell
	Members of the public	5

RC 108

- 1. To receive apologies for absence.**
There are no apologies

RC 109

- 2. Declaration of Members Interests.**
Cllr A Beckett declared an interest in item 5c) Tibshelf Food Bank

RC 110

- 3. Public Speaking.**

The Secretary of the Tibshelf Football Club attended the meeting in order to clarify when the council were going to prepare and sign the 10-year lease which had been promised some months ago. Cllr K Salt and Cllr A Beckett explained the historic matters due to the change over of Clerks; delay in communication with the solicitors.

Cllr K Salt referred to an item on the agenda which the Locum Clerk had prepared in sourcing previous decisions made by the Council over the last 12 months or so prior to her position, which, unfortunately, did not show any clarification of agreement to the 10-year lease. The Secretary also and other Councillors could not source agreement; only that a working party had been planned but, due to the pandemic and changing in Clerks, there was no further progress.

With several other members of the public who are involved in running the football club, they explained the logistics and difficulties of planning the use between groups and if another club was to be allowed to use. They also explained the problems with the drainage on the field which had already been brought to the attention of the council.

As District Councillor, Cllr D Watson, reminded councillors of S106 monies which is hoped to become available for outdoor leisure.

A lengthy discussion was held and Councillors agreed to move the Standing Orders so that members of the public were able to discuss further when item 5 was discussed later on the agenda.

NONE EXEMPT ITEMS

RC 111

- 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

Cllr A Beckett proposed Cllr M Coupe as Chairman of the Resource Committee. Cllr M Coupe thanked Cllr Beckett for her proposal but declined.

Cllr M Coupe therefore proposed Cllr K Salt to be Chairman. Cllr I Brentnall seconded.4 in favour. 1 against.

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b) To review advice from the Locum Clerk regarding setting up 2 sub committees in relation to HR.

The Locum Clerk explained the paper already circulated referring to a 'staffing committee'

Cllr A Beckett referred to the terms of reference of the Resource committee, that, now this committee is limited to 5 Councillors, rather than previously 11 Councillors, then this sits well with referring to HR committee being this Resource committee.

In addition, Cllr Beckett stressed that, time is limited to add yet another committee meeting.

The Locum Clerk therefore ascertained that, now this has been clarified then, if the Clerk, as line manager, had any issue regarding a staff member, then the Exempt section needs to be kept **strictly confidential** so that, if the situation arises whereby a staff member is appealing against a decision made by this HR committee, then other Councillors, who are independent can be brought in if they appeal.

In this way, the Clerk can inform staff members that, when policies refer to a 'staffing committee' then they can point them to the resource committee as it now stands.

Cllr M Coupe agreed with the advice from Cllr Beckett that this is a better arrangement in order not to add extra time in attending meetings and that, should any individual members of staff be discussed in these meetings, then the information which will be discussed should be kept confidential to this committee.

RC 112

5. To review the use of the Pavilion and Sports/Recreation Ground

a) Tibshelf Football Club Lease-See report of minutes prior to Locum Clerk Feb 21

Cllr K Salt reported a resume of the discussion held earlier due to a member of the public arriving late and turned to the Council for a response.

Cllr A Beckett referred to the lease as it was that, there was a clause whereby, if a 10-year lease was agreed, then it can be reviewed each year. This would give them ability to gain their Chartered status.

There was discussion amongst the users of the club and the difficulties of accommodating so many users; with competition around along with Councillors being concerned about the constant use; electricity etc. and the need to discuss in detailing cost and how often it is used to discuss further in detail with a working party which has never materialised.

Cllr I Brentnall reminded the council of how important the working party is needed to link in line with the NP; slitting process; county council; car parking and to give the Football Club peace of mind.

Cllr P Billington gave input regarding his knowledge on the ground etc. and the member of the public had knowledge that sand slitting is not recommended.

The Locum Clerk asked why a solicitor had to be involved? Councillor Salt confirmed that it was to do with taking Sheepbridge Cricket Club off the lease and it would still need legal advice.

The proposal that a 10-year lease was agreed with a one-year review and working party set up to discuss all issues on both sides, keeping the current annual cost of £300 and the lease prepared under legal advice.

All in favour.

The 4 members of the public who were there to discuss this matter left the room.

The Locum Clerk passed on the paper in the agenda pack to the Secretary for information as she left and reminded her that the annual fee paid recently was for the previous financial year which she was not aware of.

b) Tibshelf Football Club Lease-Latest electronic copy circulated for information only

For Members of the council to refer to when a working party is set up

c) Tibshelf Food Bank-Report circulated

The Locum Clerk referred to the report and passed it on to the member of the public remaining. She explained that she prepared the report following questions raised by residents; anonymously, through a note pushed through the door, along with the last meeting the Tibshelf Band asking to use the pavilion and whether the Tibshelf Food Bank was part of the Council or a community group nothing to do with the council.

All Councillors were aware of that piece of paper with the questions but the questions in the report from the Locum Clerk were not exactly the same but were there for transparency and to alleviate any further questions.

Cllr A Beckett asked that the CCTV could be looked in order to find out who actually placed this paper in the letter box.

Cllr Beckett referred back to provide the Locum Clerk with information which was prior to her starting, in that the council agreed that the funds received from DCC etc. could go through the parish council's accounts for administration purposes and that the section 137 grant of £1000 has not been used. Cllr Beckett clarified that an account has not been set up but it is nothing to do with the Parish Council.

Cllr P Billington questioned why these questions are being brought

Cllr K Salt responded by say, as proper officer she was asking legitimate questions to be answered not only for Members of the council, but for residents.

Cllr M Coupe questioned that the permanent storage and use of the space was never agreed by the council.

Cllr D Watson raised the question of keys insurance / lights / who is using the pavilion building for the community in addition to the football club and the food bank.

Cllr I Brentnall warned the council of their responsibilities regarding storage and liability should there be a break in and should just deal with items 9 and 10.

Cllr K Salt confirmed that she had a key to the pavilion only and not the gate key.

Cllr A Beckett confirmed that she held 2 keys; 1 for the gate key and 1 for the room and that, should there be a need for other persons to use the room then the Food Bank can accommodate accordingly

Locum Clerk re affirmed her role in that she was checking all agreements were made by the full council

She raised concerns about Ranger's time moving equipment from the village hall; not just for the food bank, but for the football club

It has been clarified that there are 4 small tables which are held there permanently and the council agree that the 2 large tables recently brought in for the use of the food bank, which do not belong to the council can be stored there until further notice.

Although there were objections from Councillors present regarding the questions, the Locum Clerk explained that this was not a personal attack on this group but purely about the use of the pavilion for the future now restrictions have been lifted

Cllr K Salt stopped the meeting due to personal attacks and language and out of order

Cllr I Brentnall asked that the meeting could continue to deal with the business in hand

Locum Clerk asked Cllr K Salt if we can just deal with item 7 as this request was made in June

Cllr K Salt asked if it could go on the FPC for next meeting.

It was too late as the agenda had been finalized

Cllr K Salt left the room

Cllr A Beckett asked that the meeting could go ahead with Cllr C Whitehead as Chair (being Vice Chair)

- d) *Booking's procedure, pricing of use of Pavilion for youth activities/Tibshelf Band/Other groups***
Cllr C Whitehead referred to this and Cllr Beckett suggested that these be discussed in conjunction with the forthcoming working parties in relation to the football club and youth groups.

It was agreed to place this on the agenda of the working parties to discuss

RC 113

6. Meeting Room

- a) *Place to store table tennis table, hot serving trolley etc. to make the room fit for hiring***

Cllr Whitehead reminded the council that this had been brought up in the past before covid. Cllr Beckett agreed that the Project & Communications Officer was looking into the desperate need for storage and the council need to revisit this.

Table Tennis table was given to the council at a reduced price and has been brought from the pavilion to the meeting room and is staying there until there is a need for it to be taken back to the pavilion

TCA own the heating trolley which has been stored in the bar area and is now surplus to requirements and can be scrapped.

- b) *Cost of hiring of the meeting room***

It was agreed to put on the agenda for the Village Hall as it relates to this area in the land at the back of the Village Hall

RC 114

7. Cemetery

- a) *Request to place a bench in the cemetery-Requested June 2021***

The detailed request was discussed and questioned the area in which it was to be placed?

The Locum Clerk reminded the Council that, in her position, bringing the previous request of placing a bench to the council; no Member pointing out that there were T & Cs and now, looking back in the files, found the ones circulated dating 2019 would have saved the issue that we are now in whereby having to write to the owner of a bench recently placed to say it wasn't correct.

Now the Locum Clerk has to write to the owner to say they have to rectify the foundations and it is unsure whether the owner will be able to make it safe and secure.

The committee agreed that permission is granted for this bench which is in the pack and the Locum Clerk will outline the conditions which she recently discovered.

Cllr Coupe reiterated that the council had breached conditions already regarding the cemetery and the rules need seriously looking at again along with policies.

- b) *Latest conditions for benches, bird baths and bushes in parish office files***

(For information for future reference)

RC 115

8. Rangers Duties known as at the end of August 2021 for information (W.I.P.)

The Locum Clerk circulated a comprehensive list for information for all Councillors to note