

**Tibshelf Parish Council
Meeting of the Extra Ordinary Meeting of Tibshelf Parish Council
held on 7 December at 7.00 p.m., in the Village Hall.**

MINUTES

Present: Cllrs A Beckett (Chairman), P Billington, I Brentnall, M Coupe, G Foley, R A Heffer, K Salt, R Vaughan, D Watson, S Wood

In attendance: C & P Officer – Mark Scarborough (to facilitate Zoom operations)
Chief Officer of D.A.L.C. – Wendy Amis
Locum Parish Clerk & RFO – Mrs S Coldwell (Zoom only due to isolating)

Members of public: None

- 1221/2585** **1. Apologies for Absence.**
Cllr C Whitehead due to illness. Apologies were accepted
- 1221/2586** **2. Declaration of Members Interests.**
None.
- 1221/2587** **3. Public Speaking.**
None.

NONE EXEMPT ITEMS

- 1221/2588** **4. Jubilee Tree Planting-to approve additional resources and equipment costs**
Cllr Coupe gave a verbal update on plans relating to the planting of trees who had met with Anthony Clarke from C C Services and had the equipment to dig holes and help with the planting upon delivery of 7 trees very shortly. Anthony Clarke estimated that the extra cost for this work would be no more than £200 and made a proposal to the council that this be approved. Cllr Brentnall 2nd. All in favour.

In relation to the agreement with C C Services, Cllr Watson asked that the Council review this and other agreements in the New Year in order to undertake a value for money. This was approved by Members.

EXEMPT ITEMS (Black Public/Red Private & Confidential)

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 Brentnall seconded. All in favour

- 1221/2589** **5. Verbal update following the recruitment process**
When the meeting of the council was held on 16 November, interviews were set to be held on 19 November, therefore Cllr Beckett reported that there were 2 candidates for the interview; 1 from an earlier recruitment process. Both candidates pulled out at the last minute. 1 by reason that the current employer offered more hours 2 by reason that they had heard that Tibshelf PC was not an easy Council to work for.

Cllr Beckett therefore referred to the resignation letter sent by the current Locum Clerk/RFO (Susan) who was willing to support on a temporary basis. Hence the reason for this meeting to be called at short notice. Cllr Beckett held a conversation with Susan before preparing the agenda for this meeting.

It was agreed to discuss items 6 and 7 at the same time

1221/2590

6. **To consider a recommendation for the current Locum Clerk's contract to be Amended to a temporary Responsible Finance Officer role (15 hours per week) and extended until 14 March 2022**
7. **To consider a temporary appointment of a Locum Clerk for up to 22 hours per week.**

Cllr Beckett contacted the Chief Officer of D.A.L.C., Wendy Amis, (WA) to ask if there was a Locum Clerk available to help in the short term if Susan was to give limited hours as R.F.O. WA informed her that someone was available who was the highest qualified in Derbyshire who regularly does Locum Clerk work in addition to a permanent role as Clerk/R.F.O. for a small parish. He currently has a Locum Clerk role which ends at the end of December and could offer a few hours now but more hours from January 22.

Cllr Salt addressed WA to ask advice and 4 questions:

- The name of the person?
- Is he/she willing to help in the short term?
- Is he/she aware of the difficulties of the Council?
- Is D.A.L.C. able to offer mediation to the Council?

WA responded to help by saying that it was Peter Leppard who works permanently for Bamford with Thornhill Parish Council; has done a lot of work for other councils whom DALC uses when there are more difficult councils. WA explained briefly the history of Clerks for Tibshelf Parish Council; that Peter was the Chairman of the Derbyshire branch of S.L.C.C. (Society of Local Council Clerks); is qualified to give mentoring to Clerks; has a degree in Governance whereby there are only 40-50 Clerks in the country who has such a qualification. WA advised the Council that, should they accept the support from Peter, that they need to respect his advice or he will not stay and that, if he had any concerns, he would discuss with her first and that she was really pleased that he was willing to support.

WA informed the Council that it was very difficult at this stage to advise on what hours are required for the role of the Clerk and R.F.O. and that, in her opinion, the council should resolve initially to set him on to give opportunity for him to assess the hours required and report maybe to the meeting to be held February 2022. Her recommendation also was not to say until 14 March for Susan.

Cllr Beckett said that this date was picked up from the conversation she had with Susan.

Susan explained that the suggested date of 14th March was purely for payroll purposes as she commenced her role on 15th of the month and it was 'neat and tidy' to keep to full months also for calculation of annual leave. Susan did not anticipate there not being a permanent person in post by now but raised the matter that, if the financial year end was to be completed it was difficult for a new clerk/R.F.O. to pick up on at the end of a financial year.

WA informed the council that Peter was currently carrying out the role as Locum R.F.O. and that he knows the Administration Assistant and Susan.

Cllr Billington proposed that the Council take up the offer to appoint Peter as Locum Clerk. A discussion was held

With reference to **item 6**, Susan had circulated papers to Members earlier and WA asked that Susan was to give a summary of the resolution of what the council was to agree.

Susan detailed the paper in those figures of annual leave and working hours had been calculated for her to be paid up to the end of December 21; working limited hours of 2 days per week over the Christmas/New Year period; paid 37 hours extra in December which was agreed by the council at an earlier meeting in order for the contract of Locum Clerk/R.F.O. to cease on 31 December 21 and to begin a new temporary contract as Locum R.F.O. from 1 January 22 with new annual leave entitlements calculated on 15 hours per week only.

Cllr Beckett reported a summary of this and that the temporary contract was to be until 30 April 22 and to include that the requirement would be to complete the financial year end accounts.

Cllr Billington proposed; Cllr Beckett 2nd. All in favour.

Cllr Beckett referred then to **item 7** which was to offer a temporary contract to Peter Leppard as Locum Clerk to work up to a maximum of 22 hours per week and that she would speak to him about the starting date.

Cllr Billington proposed; Cllr Coupe 2nd. All in favour.

1221/2591

8. To consider advertising and recruitment of a full time Clerk/R.F.O.

Cllr Beckett proposed to go ahead with advertising for a full time Clerk/R.F.O. as soon as possible in January 22 as the JD/PS and panel remained. The cost of advertising with DCC was £120

Cllr Billington 2nd.

A recorded vote was taken: For Cllr Beckett Cllr Billington Cllr Brentnall
Cllr Coupe Cllr Foley Cllr Vaughan
Cllr Wood
Against Cllr Salt Cllr Heffer Cllr Watson

A further discussion was held in relation to the number of Members on the panel being extended to 5 rather than 3 (Panel continue to be supported by the Chief Officer of D.A.L.C. for advice only). Cllr Beckett asked for any further volunteers in addition to herself, Cllrs Coupe and Wood. It was pointed out that dates and times of meetings for shortlisting and interviews would accommodate those who are working.

Cllrs P Billington and Cllrs D Watson agreed to be added to the panel to make it 5.

1221/2592

9. Response to be sent following letter received from Rangers

The Rangers had sent an email to all Cllrs mid-November and this meeting was the first opportunity to have a corporate response to the request for a job evaluation which had been raised by them on numerous occasions.

Cllr Beckett asked for feedback from the Locum Clerk/R.F.O. Susan

Formally approved at the meeting of the Full Parish Council 4 January 2022-PUBLIC for website

Cllr Beckett asked that the completion of the time sheets for the Rangers be reviewed at the next meeting of the Resource committee and that maybe the Members need to look at the completed time sheets periodically. There were no objections from Members.

1221/2593 10. Acknowledgement of resignation – Weekend Litter Picker

Susan confirmed that an acknowledgement letter had been sent to confirm that the last working day would be Sunday 13 February 2022 and that this staff member had given the 12 weeks' notice which was required in his written contract which was made many years ago.

Cllr Salt asked that a letter of thanks from the Council be sent and that this post is not advertised until after a staffing review.

Cllr Beckett reminded the council of why and when this role was created and that, although BDC are responsible for clearing the litter off High Street, there was not as much need.

Cllr Foley raised the issue of cardboard not being collected by BDC. Cllr Watson reminded Members of the rules and regulations that, if the cardboard was not contained in the box, then this could not be collected.

Cllr Brentnall asked that the P & C Officer prepare an article for the Parish News reminding all of the 'Keep Britain Tidy' campaign and that costs would be saved on staffing if residents take responsibility for their litter.

All in favour of the above.

a) Consideration to recruit the vacant post

Agreed as above, not to advertise now.

1221/2594 11. Flexible working request – approval for temporary change of working times.

Cllr Beckett had placed this on the agenda due to a request from a staff member for personal reasons and for a short period only to change the start and finishing times. Cllr Beckett proposed to accept. Cllr Coupe 2nd. All in favour

1221/2595 12. Date of next meeting of the Full Parish Council to be Tuesday 14 December 2021 at 7pm