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Meeting of the **EXTRA ORDINARY** Meeting of the **RESOURCES COMMITTEE** of  
Tibshelf Parish Council held at **7pm on Wednesday 28<sup>th</sup> April 2021**

**This meeting was held remotely via Zoom.**

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## MINUTES

### **THIS MEETING HELD EXEMPT ITEMS ONLY-By reason 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

**Present:** Councillors: A Beckett, P Billington, I Brenthall (7:10pm), M Coupe, G Foley,  
K Salt, R Vaughan, D Watson, C Whitehead

**In attendance:** Locum Clerk/R.F.O.-Mrs. Susan Coldwell

#### **RC0421/98**

**1. To receive apologies for absence**

Received from Cllrs R Heffer & S Wood due to work commitments  
The apologies were accepted

#### **RC0421/99**

**2. Declaration of Members Interests.**

There were no declarations of interests from Cllrs present in relation to items on the agenda

#### **RC0421/100**

**3. Update on progress with recruitment of Clerk/R.F.O. and Staff Review**

- a) *Circulated with the agenda was a copy a letter sent to Derbyshire Association of Local Councils (D.A.L.C.) and Bolsover District Council (B.D.C.) 19 April 2021 requesting cost proposals for supporting the council with the recruitment of a Parish Clerk/R.F.O. in addition to carrying out a staffing review*

Cllr K Salt reminded the council that, following a discussion between Wendy Amis, Chief Officer of D.A.L.C., Cllr A Beckett, Cllr K Salt and the Locum Clerk, that D.A.L.C. would undertake the review of the Job Description for the Parish Clerk/R.F.O. for £120 and would ask the committee to accept this offer. At this point, she reported that we had not had any response from B.D.C.

Cllr K Salt asked the Locum Clerk to update the committee.

The Locum Clerk reported that the discussion held earlier with D.A.L.C. was before the meeting held on 30<sup>th</sup> March 21 when there was a resolution to provide a remit to both D.A.L.C.

& B.D.C.-outlined in the letter referred to earlier, which Cllr A Beckett had drafted to the Locum Clerk.

Cllr K Salt asked in an email to remind both Companies to respond with 10 days.

As Sara Gordon, from B.D.C. had already contacted the Locum Clerk to arrange a meeting, she therefore spoke directly with Wendy Amis and, verbally, she deemed that it was a bigger project than first anticipated so, based on that, she would get a paper together before the next council meeting. In her opinion, she would like to dissect it and outsource some to Chris Moses (HR Advisor which D.A.L.C. uses). Wendy also discussed that she had produced a very comprehensive 'recruitment policy' and would pass on to the council for a cost of £100.

Sara Gordon, from B.D.C. had already arranged a meeting with the Locum Clerk for Tuesday 4 May 2021.

It is anticipated that 2 written reports will be received from D.A.L.C. and B.D.C. in order to include in the agenda pack for a decision from the council at the meeting to be held on 18 May 2021.

Cllr K Salt therefore suggested that this be placed on the agenda for the next council meeting under 'Exempt' items.

Cllr A Beckett proposed; Cllr C Whitehead seconded. All in favour.

*b) Verbal update from the Locum Clerk on the evening*

Discussed in item a) above

**RC0421/101**

**4. Unused annual leave carried forward by staff from 2020/21**

*a) Attached to the agenda was summary of staff entitlement for 2021/22 for information*

There were no questions or comments from the committee

*b) Attached to the agenda were records held of staff unused hours as at 31/3/21 (from the previous Clerk) for information*

There were no questions or comments from the committee

*c) Attached to the agenda was a copy of the letter sent to all staff by the Locum Clerk for information*

There were no questions or comments from the committee

*d) Attached to the agenda was a copy of a memo circulated to all members 10/3/21 by the Locum Clerk, requesting an urgent Extra Ordinary meeting of the Resource committee to discuss this subject only in order to direct staff accordingly, in addition to a copy of a letter circulated by D.A.L.C. from Chris Moses giving advice to councils on this exceptional year.*

There were no questions or comments from the committee

*e) The Locum Clerk asked the committee to resolve whether to allow c/f of hours unused*

Cllr A Beckett said she had no issue with this and moved to allow for this year only, providing it is carefully monitored as a procedure is now in place. Cllr A Beckett also stressed that annual leave is to be used by the end of March 2022 and in line with contractual agreement which is to allow no more than 5 days (Full time).

Cllr M Coupe raised the point of being allowed to carry over 5 days and the Locum Clerk asked for clarification.

Cllr A Beckett explained that the hours to be used up by the end of March 'use it or lose it' was regarding the hours that the council have agreed to carry over into April 2021 which is not the normal contractual agreement, due to the pandemic.

Cllr K Salt asked that the committee resolve to allow staff to carry over all their unused annual leave as detailed by Cllr A Beckett earlier.

Cllr M Coupe proposed. Cllr A Beckett seconded. All in favour

#### **RC0421/102**

##### **5. Overtime to be paid to staff**

*a) Attached to the agenda was a summary of staff scale points, hours.*

There were no questions or comments from the committee

*b) Attached to the agenda was a summary of cleaner's hours worked/paid 2020/21*

The purpose was for the Locum Clerk to explain what common practice in the last 12 months prior to her commencing post February 2021 had been.

Cllr K Salt asked the Locum Clerk to explain briefly.

Cllr D Watson highlighted to the committee that this will all be looked at in the forthcoming staffing review and the extra hours to be looked at holistically.

Cllr K Salt suggested that the committee allow the Locum Clerk and the Administration Assistant to look carefully and manage to the best of their ability.

Cllr K Salt proposed. Cllr A Beckett seconded. All in favour

*c) Attached to the agenda was information on 'common practice' law for advice*

The Locum Clerk circulated this for guidance to the council only and recommended seeking external HR advice when making serious decisions in relation to staff contracts etc.

*d) The Locum Clerk asked the committee to resolve interim agreement for cleaners only.*

As per previous resolution, this was approved by the committee. The Locum Clerk would report to the council any overtime payments made for the cleaners on a regular basis.

#### **RC0421/103**

##### **6. Request from a staff member to take extra annual leave**

*a) Attached to the agenda was a copy of the letter passed on by the member of staff*

A discussion was held as the contract of employment did not have this verbal agreement and there was no formal record.

Cllr A Beckett advised Cllr M Coupe that it would be better if any questions were raised by staff members, that they are referred to the Locum Clerk who their line manager is. This way, staff would not get mixed messages.

Cllr K Salt suggested that annual leave is approved according to the staff member's contract but the verbal agreement which was historic and given by the previous Clerk (s) cease.

Cllr I Brenthall proposed. Cllr R Vaughan seconded. All in favour

**RC0421/104**

**7. Security of keys and persons having access to the Parish Office**

*a) Attached to the agenda was a memo from the Locum Clerk already circulated to members 10/3/21 raising concerns in relation to security of keys for the office and that of log in, passwords for the PCs and especially access to the bank.*

This was sent as a reminder and information which the Locum Clerk explained the logistics in addition to adhering to the financial regulations.

Cllr D Watson reminded the council that the reference in the financial regulations was regarding security and that these require reviewing.

Cllr M Coupe raised the importance of authorisation of key holders to the office, alongside those to the Village Hall.

Cllr A Beckett reminded the committee that access to the office is required as the electric box/CCTV/Gas meter etc. was held there. The office staff are not always working every day as they are part time and this must be considered in line with resetting the alarm also.

Cllr D Watson suggested therefore that this is taken into account in the staffing review, that of the role of the Caretaker to the Village Hall.

Cllr M Coupe offered to have keys as he lives nearby in case of emergency.

Cllr I Brenthall proposed that the committee leave it with the Locum Clerk and staff and bring back to the council as this has serious implications for insurance purposes.

Cllr R Vaughan had keys to the Village Hall for the alarm but only switches it off if there is a need to. The caretaker takes responsibility for resetting the alarm the next day.

The Locum Clerk was happy with the suggestion from Cllr D Watson alongside with the proposal by Cllr I Brenthall

Cllr C Whithead suggested that it may be less time consuming if the lock for the internal door was changed.

It was proposed therefore that the Locum Clerk and the Administration Assistant investigate the logistics and need of staff using the parish office and the option of replacing the locks if necessary and bring a report back to this committee.

Proposed by Cllr D Watson. Seconded by Cllr I Brenthall All in favour

*b) Committee to resolve to delegate 3 Cllrs to discuss further with office staff implications and practicalities to support*

As discussed in a) above, committee did not see the requirement to involve Councillors at this time.

**RC0421/105**

**8. Matters to be placed on future agendas of the Resource committee (None Exempt)**

a) The Locum Clerk intended to circulate items outstanding she has been made aware of since appointment to help the committee moving forward but time did not allow and will prepare for the next meeting.

**RC0421/106**

**9. Terms of Reference for the Resource committee**

a) *Attached to the agenda was the only copy on the computer of the above.*

The Locum Clerk asked if advice is required from D.A.L.C. before the Annual Meeting.

Cllr A Beckett has reviewed the terms of reference and commented that the Christmas lights etc. requires removing.

The Locum Clerk, under advice from D.A.L.C. as their recommendations are that the terms of reference for all committees be reviewed annually, was that this committee requires splitting, especially regarding HR matters and that all terms of reference should have written indications of authorisation of limits on the amount of spending.

Cllr D Watson agreed that it did not seem appropriate that the resource committee included finance and HR.

Cllr A Beckett reported that most councils have only a couple of sub committees and that it was looked into thoroughly prior to May 2019.

Cllr D Watson highlighted that, if there was any issue with staff which is brought to this committee as it stands, then there is not a smaller committee to look further into the grievance and an appeal.

Cllr A Beckett said that it was detailed in the discipline and grievance policy should there be a need.

It was agreed by all members that there was no point in discussing further and agreeing these terms of reference as they could be changed at the Annual Meeting.

All in favour

**RC0421/107**

**10. Date and time of next meeting of the Resource Committee**

Before Cllr K Salt could close the meeting, Cllr M Coupe asked about the path in the cemetery that had been brought to this committee before. As this item was not on the agenda, it could not be discussed. However, Cllr K Salt said she would look at it personally and bring it to the next meeting. It was agreed therefore that the next meeting of the resource committee is to be decided at the Annual Meeting to be held 18 May 2021

The meeting closed at 8pm