

**Meeting of the Resource Committee of Tibshelf Parish Council
held on Tuesday 2nd November 2021-7pm in the Village Hall**

MINUTES

Present:	Resource Committee:	Cllr A Beckett Cllr I Brentnall Cllr M Coupe Cllr C Whitehead
	Councillors in attendance	Cllr P Billington Cllr G Foley Cllr R Heffer Cllr R Vaughan Cllr D Watson Cllr S Wood
	Locum Parish Clerk	Mrs. Susan Coldwell
	Members of the public	1

RC 125

- 1. To receive apologies for absence.**
Apologies received and accepted from Cllr K Salt MBE. Cllr I Brentnall moved and Cllr A Beckett seconded.

RC 126

- 2. Declaration of Members Interests.**
None.

RC 127

- 3. Public Speaking.**
Cllr A Beckett raised matters from the Football Club that the Pavilion back door and scoring hut are damaged and can they be repaired asap.

As this had not been reported to the Locum Clerk before and the Locum Clerk will not be in the office until Monday 8 November, Cllr A Beckett said she would report this to the office to organise the Rangers to repair.

NONE EXEMPT ITEMS

RC 128

- 4. To review rules of the Cemetery**
 - a) Slides of DALC undertaken by Administration Assistant June 2021**
The information was noted.
 - b) Cemetery Rules by TPC-Burial**
The information was noted.
 - c) Cemetery rules by TPC-General**
The information was noted.
 - d) Cemetery rules by TPC-Memorials**
The information was noted.
 - e) Cemetery rules by TPC**
The information was noted.
 - f) Burial fees pricing not changed since 2016**
The information was noted.
 - g) Recommendations from the Locum Clerk**
It was agreed for the Locum Clerk to organise online Cemetery training for the Resources committee.

It was agreed for the Locum Clerk to source the new footpath plans and obtain revised quotes for this work and repair to the existing footpath asap.

It was agreed to set up a meeting to review the Cemetery rules and then display at the Cemetery, along with signage.

All agreed to have a tree of Remembrance where objects are displayed, Cllr A Beckett moved, Cllr C Whitehead seconded.

RC 129

5. Agreement by TPC on maintenance and care of benches in the cemetery

- a) Resolution made June 2020 for information was sourced by the Locum Clerk and placed on the agenda for information**
RC0720/73 Repaint/varnish of the cemetery memorial seats

All agreed for the Clerk to instruct the Rangers to find out whos family are responsible for the damaged bench as you first enter the cemetery and to remove this into the container until the owners can be located. Cllr M Coupe moved and Cllr A Beckett seconded.

The Locum Clerk will then contact the family to see if they wish to collect the bench.

A discussion took place.

Cllr A Beckett proposed that the Locum Clerk has communication with the Councillor who has had their bench painted by the Rangers, to reiterate the resolution made above and that they have a clear understanding of that moving forward.

Cllr A Beckett also proposed that when the rules of the cemetery are reviewed in depth that the benches are included, Cllr M Coupe seconded. All in favour.

RC 130

6. Mobile phones for Rangers to carry out their work

Cllr A Beckett proposed for this to be reviewed for all staff in conjunction with a lone working policy. Cllr C Whitehead seconded. All in favour.

7. EXEMPT ITEMS-No members of the public present at this point

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

RC 131

8. Locum Clerk succession plan/end of payroll- resignation letter

Cllr M Coupe proposed option 3.

Cllr I Brentnall seconded. All in favour.

Cllr A Beckett stated the Locum Clerk will need a contract in place for this option.

RC 132

9. In consideration of the above, Council to review administration support.

The information was noted.

RC133

10. Verbal update from panel-progress with recruitment for Clerk/R.F.O.

No details available at this stage, as the Clerk advert has not reached its closing date.

RC134

11. Working time directive-Consideration of 'paid breaks' for staff

Cllr A Beckett moved to accept the recommendation for a paid 20 min break for all staff working 6 hours or more. Cllr I Brentnall seconded. All in favour.

RC135

12. Privacy policy-viewing of CCTV footage

A discussion took place.

Cllr A Beckett proposed that the Council get external advice in the use of CCTV footage.

Cllr C Whitehead seconded.

All in favour.

RC 136

13. Request from a member of staff to work extra hours

Cllr A Beckett proposed the recommendation, which is to consider this when a staffing review is undertaken.

Cllr C Whitehead seconded.

All in favour.

RC137

14. Date and time of next meeting

TBC.

Meeting was closed at 8.59pm.