

BISHOPSTEIGNTON PARISH COUNCIL

MINUTES

FULL COUNCIL VIRTUAL MEETING

HELD 7.00PM FRIDAY 9TH OCTOBER 2020 USING ZOOM

PART II – continued from 05.10.20

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media were excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business transacted.

2535 ATTENDANCE

- .01 PRESENT: Cllr. Merritt (Chairman), Cllrs. Benham, Gateshill, Gill, Grimble, Lambert, Nicholson & Watson (8/8), Clerk: Mrs. K. Ford for item 2536 only.
- .02 APOLOGIES: None
- .03 DOI: None

2536 BPC & GDPR:

Further to the resolution made at the full council meeting held 05.10.20 where it was agreed for all members to be issued with a device for the sole purpose of BPC work research had been carried out by both Cllr. Watson, Mr. James Hooper and the clerk. A quote, circulate prior to the meeting, to purchase 8 tablets was considered.

Members considered the details of the original resolution and the methods which should be engaged to adhere to GDPR including the consequences of a breach if using their own devices. The matter was discussed at length. It was proposed by Cllr. Benham, seconded by Cllr. Gateshill, that further research is conducted. Relevant questions shall be circulated to all clerks to Local Councils in Devon. Agreed unanimously and therefore **RESOLVED**. The clerk to prepare and circulate questions and report back to council in due course.

*THE CLERK TRANSFERRED THE DUTY OF HOSTING AND LEFT THE MEETING.
MEETING NOTES TAKEN BY CLLR. NICHOLSON.*

2537 CLERKS HOURS:

There was a general discussion about the Clerk's hours to bring all members up to date with the reasons for the resolutions reached at the Finance & Personnel Meeting on the 28 September.

The Chairman confirmed that the Contract of Employment for the Clerk's post was 25 hours per week, with 2 hours of that being attributed to the time spent on Burial account matters undertaken by the Clerk. He further explained that the 2 hours per week is currently the best estimate of time required for these duties, but this will be evident from completed time sheets over the next 6 months, when the figure can be adjusted if necessary, and kept under review in the future.

It was agreed that each resolution of the Finance & Personnel Committee Meeting on the 28 September should be discussed and voted on separately.

- .01 Any additional hours required to be worked by the Clerk, in exceptional circumstances, be agreed in advance by the Chairman, and taken as time off in lieu (TOIL) and only in very exceptional circumstances paid. Decisions will be circulated to the Finance & Personnel Committee. This was **RESOLVED** by the following votes: FOR 6, AGAINST 1, ABSTAIN 1.
- .02 A charge, currently estimated, at two hours per week of the Clerk's contracted hours, including the relevant administrative overhead be charged to the Burial Account. This charge to be reviewed over the next six months. Agreed unanimously therefore **RESOLVED**.
- .03 The charge to the Burial Account be introduced from 1 October 2020. Agreed unanimously therefore **RESOLVED**.
- .04 Contract of Employment notice period to be increased from 1 month to 3 months. Agreed unanimously therefore **RESOLVED**.

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MINUTES - continued

FULL COUNCIL VIRTUAL MEETING - held 09.10.20

- .05 To re-imburse at the Clerk's current pay scale rate of SCP 29 of 51.5 additional hours, averaging approximately two hours per week, worked by the Clerk for the period 1 April to 25 September 2020. This was **RESOLVED** by the following votes: FOR 7, AGAINST 1

Following the Finance & Personnel Meeting on 28 September, the Chairman indicated that he had consulted DALC to clarify the Clerk's current contract as this is based on a template dating back many years and is unclear with regard to additional hours worked. DALC have received other enquiries for a new model contract, compliant with current employment law, and will continue to chase NALC. In the meantime, the Chairman and Vice-Chairman will revise and update the Clerk's Contract of Employment to reflect changes which have taken place since its last review in 2017.

THE CHAIRMAN CLOSED THE MEETING AT 7.45PM