

## Minutes of a Parish Council meeting held by ZOOM on Friday 30 th April 2021 at 7.30pm

**Present:** Mr B Gregory (Chairman), Mr M Hewan (Vice Chairman), Mr M Golton, Mr O Macdonald, Mr R Harrison, Mr C Clark and the Clerk.

**1 Apologies for absence:** -Cllr C Tindall sent his apologies.. Apologies accepted

(please note: no agenda for this meeting )

**2 Declarations of Interest:** None.

### **3. Matters arising**

Cllr Hewan introduced the meeting identifying 3 issues which are as follows:

#### **Time spent by Clerk since appointed on 1<sup>st</sup> March 2021**

Cllr Hewan briefed the Council regarding the amount of time that the Clerk had spent on dealing with issues that needed her attention. Cllr Hewan was conscious that these had only been shared with the Chair and Vice Chair, and he felt it was important that the rest of Council be made aware. The Clerk previously circulated a list of issues prior to meeting and it was agreed not to discuss in detail.

It was acknowledged how much time had been spent.

**Action** No further action

#### **Clerks hours**

Cllr Hewan proposed that the Clerks hours be increased to 8 hours a week from 3 hours a week. He reported that YLCA had expressed concern that it was not sufficient time to undertake the work, he also advised Members that Autela the payroll company dealing with the Clerks salary could not identify any other Parish who had a Clerk who had the same hours, Cllr Hewan informed Members that Autela deal with over 230 Parish Councils.

After discussions to was agreed by Council that the Clerks hours be increased to 5 hours a week and after and be reviewed after 3 months. Commencement date 1<sup>st</sup> May 2021.

Councillors also requested a time sheet, Clerk agreed and also explained she had been doing this and reporting to Chair and Vice chair.

**Action** Agreed to increase hours from 3 to 5 with effective from 1<sup>st</sup> May 2021 and be reviewed after 3 months. Time sheet to be circulated to Members for information.

#### **Contract of Employment for Clerk**

Cllr Hewan requested Members to add specific responsibilities regarding the administration and management of the Cemetery to Clerks Contract of Employment . This was not agreed by Members they deemed it too soon to undertake this, as it could be another 5 years before Cemetery would be used. They did agree to review this to ensure that all protocols were established prior to the opening of Cemetery.

It was also discussed at the meeting to change the allowance for broadband and telephone to home office allowance. This was agreed and it was proposed by Cllr Clark that when the contract of employment was revised by the Chair and agreed by Members that it should be sent to Creers for an independent check.

**Action** Chair to review Contract of Employment circulate to Members to seek their approval then submit to Creers for an independent check.

#### **4.Cemetery**

Cllr Clark proposed that a Sub Committee should be established for the running and work of the Cemetery. The Clerk advised Members that the Sub Committee did not have the power to make decisions on behalf of Council they would need to report back to Council for approval on their proposals.

Cllr Clark and Clerk were thanked for their efforts in making sure that the planning approvals had commenced on site.

**Action** Proposal to be discussed regarding Sub Committee at the June meeting

Meeting closed at 8.35

Margaret Horton

Clerk and Responsible Financial Officer

Wistow Parish Council