

## BARNSTAPLE TOWN COUNCIL

MINUTES of the meeting of the STAFF COMMITTEE held on Thursday 4<sup>th</sup> June 2020 at 6.30pm By Video Conference Call.

Present: Chairman: Councillor J Hunt  
Councillors: V Monk, V Elkins, A Windsor, I Roome, J Phillips & A Rennles.

In attendance: Mr Robert Ward, Town Clerk.

### ST01 Apologies for absence

None received

### ST02 Declarations of interest and dispensations

Cllrs J Hunt and J Phillips as members of North Devon Council have a dispensation to discuss and vote on all items on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

### ST03 Minutes

RESOLVED: That the minutes of 6<sup>th</sup> February 2020 be signed and confirmed as a correct record.

(NC)

### ST04 Budget Monitoring Report

RESOLVED: The committee noted the report as presented.

(NC)

### ST05 Volunteer Policy

RESOLVED: The committee considered the draft volunteer as presented and agreed for it to be presented to Finance & General Purposes Committee for adoption.

(NC)

### ST05 Absence of press and public

RESOLVED: That the following matter shall be taken in the absence of the press and public, in accordance with the Public Bodies (Admission to meetings) Act 1960, as the item contains exempt information as defined by Standing Order 82a.

(NC)

### ST06 Staff hours report

RESOLVED: That the report be received and noted.

(NC)

### ST07 Town Clerk's report

#### **1. Impact of Lockdown on Town Council Staffing.**

- a. From 24<sup>th</sup> March 2020 all Barum House staff moved to home working. This has been relatively successful, two staff have had problems due to having poor internet connections and both are now back working in the office.

- b. Amenities staff were asked to stay at home until safe working practices could be guaranteed. They are now back working subject to a risk assessment that is under regular review.
- c. Two staff have been working closely with One Barnstaple and North Devon Council to co-ordinate volunteers helping isolating residents.
- d. The team have a weekly staff meeting via Zoom to keep in touch.
- e. We now have up to three members of staff a day back in the office from Monday to Thursday and are managing to achieve safe distancing, it might be possible to get to four.
- f. The Assistant Amenities Operative and Heritage Assistant posts were advertised just before the lockdown and applicants shortlisted, interviews are being planned for the coming weeks.
- g. A planned IOSH health & Safety course, taking place in April, for three staff had to be cancelled and this is now being considered as a distance learning option.
- h. Six staff are undertaking the ILCA course, through the SLCC, staff have found this to be a positive use of time whilst day to day activities have been disrupted.

**2. Beadle Post Changes**

- a. Beadle (post 65) has resigned his post, previously his post had been suspended due to other activities that he needed to undertake.
- b. As a result of this the Senior Beadle (post 23) has agreed to remain in post for another year but step down to Beadle.
- c. Beadle (post 94) is now Senior Beadle, this was always intended to take place at this point on the retirement of (post 23)

**3. Assistant Clerk Post**

**RESOLVED:** to agree for the Town Clerk to proceed with the recruitment of the new Assistant Clerk and the Chairman and Vice-Chairman to be part of the recruitment process and to consider ways in which other Staffing Committee members can be included

(NC)

**RESOLVED:** To note the Town Clerk Report

(NC)

Meeting ended at 19.25pm

Chairman.

Signed.....

Dated.....