

BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

HR COMMITTEE

Minutes of Meeting held on 10th March 2020

Present : Councillors Douglas, Hallett, Hodge, Sams, Spenceley, White and Mrs B Isherwood (RFO) and Mrs V Tookey (Clerk)

Alsobetween 8 and 8.30 pm

1.	Apologies : None were recorded.	
2.	Declarations of Interest : None were recorded.	
3.	Terms of Reference : Revised Terms of Reference had been drafted and it was agreed to recommend these to Full Council, with the addition of "Dispute Resolution" under scope. Proposed by Cllr Hallett, seconded by Cllr Douglass. (copy attached) To note that this is now a Committee, not as previously - a Working Group. Also to note that because of the nature of the business to be transacted meetings are to be held "in camera". It was agreed Cllr Hodge continue to chair the Committee.	
4.	Casual Vacancy: The Committee met with who wished to be co-opted to the Council. Following which it was agreed to recommend to full council that she be co-opted.	
5.	Contracts : The Clerk and RFO had previously met with Cllrs Spenceley and White. A further draft of the contract and job descriptions had then been circulated by the Clerk. The RFO took the opportunity to explain that she would like a period of "consolidation" for the whole month of April. Adding the budget to Scribe, accounting for S106 monies, updating the asset register, end of year etc were high on her list of priorities. She also requested that it be made clear to councillors that if she is requested to obtain quotes, and councillors have advice/recommendations, that this information be given at the time of the request for a quote – not in dribs and drabs as had recently happened. It was agreed that the RFO could take this time at the end of each financial year. She was undertaking the Cilca training for Clerks, and requested financial support in the sum of £350 - which she had paid. The other parish council she works for had paid a further £400 for the training. It was agreed to recommend the £350 be reimbursed. The RFO also explained the workload she was carrying with the possible lease of The Limes and the closure of the pavilion. Cllr Spenceley brought up the subject of The Limes and was challenged by councillors. At this stage due to the unpleasant and anti-social atmosphere, the Clerk stated that she wished to leave and subsequently withdrew at 8.40 pm. After the Clerk left the meeting, further exchanges continued between councillors. The RFO was asked if there was anything else that she wished to add to the meeting and she told the meeting that due to the amount of work the Clerk has and will continue to have with meetings (agendas and minutes) that the RFO will set the agenda and take the minutes at future finance meetings. The RFO also suggested	

that both she and the Clerk needed the support of all councillors in finding a workable solution to the many duties they had including the extra work provided by the closing of the Pavilion and taking on the Limes. The RFO stated that the amount of emails circulating between meetings meant that both RFO and Clerk were taken away from their defined duties and their time was not best spent in answering questions from councillors outside of meetings. The RFO requested that councillors discuss issues at meetings only.

The Chairman thanked the RFO and Clerk (in her absence) for the amount of work/time and expertise they had both given in light of recent unprecedented but necessary works that had occurred outside of their job descriptions

The meeting ended at 21.35