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**MINUTES OF THE FULL COUNCIL MEETING OF BROCKWORTH  
PARISH COUNCIL HELD ON 4<sup>TH</sup> MARCH 2020 AT THE BROCKWORTH  
COMMUNITY CENTRE AT 6.15PM**

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- (1) Welcome from Chair of Council
- (2) Residential Travel Planning presentation by Richard Adams (Atkins) including question and answer session with Councillors. Deferred
- (3) Attendance of those present recorded as  
Councillors Debbie Harwood (Chair), Andrew Georgiou, Jason Mills, S McNeil, Charlotte Parry, Tracey Poulton. Cllr Carter arrived at 7.04pm  
Members of the public -none
- (4) Apologies for absence received and recorded from  
Cllrs G Evans Nadia John Sara Stevens, Summer Stevens, Wayne Stevens, Pete Kotwica and Louise Gerrard Ruth Hatton, Chris Evans
- (5) There were no Declarations of interests on matters on the agenda received
- (6) There was no Public session at the discretion of the Chair of Council
- (7) Council considered application for co-option for one declared vacancy and following vote, Council approved co-option of Christopher Spencer
- (8) Council approved and signed draft minutes of previous meeting held on 5<sup>th</sup> February 2020 with the correction of approval of payment list of invoices to be paid
- (9) Approval of financial reports and any specific expenditure recommended by Committee (the individual item exceeds Committee approval limits)
  - (i) Bank Reconciliation
  - (ii) Trial Balance to 25<sup>th</sup> February 2020
  - (iii) Payments made since 1<sup>st</sup> February 2020 and additional invoices paid on 5<sup>th</sup> February 2020
  - (iv) Invoice Payment list approved
  - (v) Budget against actual year to 25<sup>th</sup> February 2020
- (10) Council agreed a new schedule of dates for “meet the councillor” for May onwards. It was agreed that this would take place at 6.15pm before the Full Council meeting. It was agreed 2 Councillors on a rota basis. Clerk to give a list of dates to Councillors for them to “sign up”. Councillors who cannot attend “their” scheduled session are asked to get another Councillor to cover.
- (11) Council approved the draft Risk Assessment & Management Policy
- (12) Council reviewed and approved the Code of Conduct
- (13) Committee minutes were noted and decisions taken where indicated
  - (a) Buildings and grounds Committee 26<sup>th</sup> February 2020

- (b) Planning, Highways and Environment Committee 12<sup>th</sup> February 2020.
- (c) HR Committee 13<sup>th</sup> February 2020
- (d) Community Committee 13<sup>th</sup> February 2020  
Council agreed inviting the Deputy Mayor to the Summer Fete as the Mayor is unavailable.
- (e) Council noted decision data base report as distributed

**(14) Action Plan updates 2019/20**

- (i) B & G Committee – café improvements, downstairs office move (completed) and s106 projects
- (ii) PHE Committee – green agenda (completed road policy statement), garden grabbing (completed policy statement)
- (iii) HR Committee -Staff restructuring (in progress)
- (iv) Finance Committee – review of contracts and internal audit (completed)
- (v) Community Committee- schedule of community events (ongoing) and Newsletter (ongoing)

**(15) Council approved the new provider for the youth provision following a Working Group recommendation via email. Sessions will start after Easter 2020.**

**(16) Noted revised meeting dates as distributed**

**(17) Noted the report of the Parish Remuneration Panel (Members' Allowances). Council was not happy with the recommendation of no allowances to be paid to the current Councillors.** Councillors would like a detailed explanation and also to investigate mileage allowance for Councillors. Clerk to explore and report at next meeting. Councillors agreed to submit ideas for charitable donations to Clerk for an agenda item to consider if the budget should be vired from Councillors allowances to Donations.

Residential Travel Planning presentation by Richard Adams (Atkins) including question and answer session with Councillors (deferred from item 2).

CIlr Carter arrived at 7.04pm

**(18) Chair advised that due to confidential and sensitive information the exclusion of press and public under Standing Order 10A is necessary and the Committee will consider the following item in closed session**

**(19) STAFFING MATTERS CONSIDERED**

SIGNATURE..... DATE .....

Considered Clerk arrangements for April 2020 onwards and delegated authority to staff working group (Cllrs Parry, Harwood, McNeill, Poulton, Gerrard, Hatton, Sara Stevens) to implement arrangements as agreed by Full Council namely recruitment, advertising and interviewing for a new Clerk. The interim arrangements to be a new Clerk (up to full time), Community administrator to be offered on a temporary basis an additional 5 hours for 2 committees, RFO/Business Manager temporary post -zero hour contract (April and May) The appointment of the new Clerk to be ratified by Full Council at its next meeting based on the recommendation of the working group. Councillors expressed their thanks and appreciation to the current clerks. Council agreed that the Committee Clerk could work in a flexible manner to suit her needs in the interim.

- (20) Date of next meeting confirmed as 1<sup>st</sup> April 2020 at 7pm
- (21) Meeting closed at 8.45pm