

Donnington and Muxton Parish Council



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STAFF AND PERSONNEL COMMITTEE

Minutes of the **Staff and Personnel Committee** held online via Microsoft Teams on **20th July 2020** which commenced at 6pm.

Present: Councillors N Dugmore, M Edwards, J Lavery and R Overton. Ex-officio member: Mrs L Dugmore (Vice-Chair to the Parish Council).

Also Present: R Morgan (Clerk to the Parish Council).

Absent: Councillor A Lawrence.

SP20/07/01 Election of Chairman

Nominations were requested for Chairman of the Staff and Personnel Committee.

Proposed by Councillor N Dugmore, Seconded by Councillor M Edwards that Councillor Mrs L Dugmore is nominated as Chairman for this Committee. No other nominations were received.

Resolved – that Councillor Mrs L Dugmore is elected Chairman of the Staff and Personnel Committee for this Parish Council for 2020/2021.

SP20/07/02 Election of Vice-Chairman

Nominations were requested for Vice-Chairman of the Staff and Personnel Committee.

Proposed by Councillor R Overton, Seconded by Councillor N Dugmore that Councillor J Lavery is nominated as Vice-Chairman for this Committee. No other nominations were received.

Resolved – that Councillor J Lavery is elected Vice-Chairman of the Staff and Personnel Committee for this Parish Council for 2020/2021.

P20/07/03 Apologies: There were no apologies received.

P20/07/04 Declaration of Interest: As per the Register of Interests.

Private Session

Resolved – that by the Public Bodies (Admission to Meetings) Act 1960 S1(2) and under Section 100(A) of the Local Government Act 1972, the public and press be excluded for the remainder of the meeting for the following items of business, on the grounds they involve the likely disclosure of exempt information as defined in the Acts.

SP36

SP20/07/05 Community Events and Engagement Officer

Councillors discussed making the position of Community Events and Engagement Officer a permanent post. Councillors stated that they were extremely pleased with what the current Community Events and Engagement Officer had achieved since starting working with the Parish Council and were also concerned about the impact that the Coronavirus pandemic had caused worldwide, especially the financial impact on the Parish Council and other organisations.

Proposed by Councillor N Dugmore, seconded by Councillor Mrs L Dugmore that the post of Community Events and Engagement Officer is extended for six months and that the decision to take the current officer on permanently will be made prior to August 2021.

Resolved – that the post of Community Events and Engagement Officer is extended for six months and that the decision to take the current officer on permanently will be made prior to August 2021. The Clerk was asked to set a budget for 2021/2022 to allow for making this post a permanent position.

SP20/07/06 Risk Assessments

Councillors discussed the draft Covid-19 Risk Assessment in preparation to re-open Council buildings, office and facilities. The Clerk was asked to amend the Risk Assessment to reflect through it that:

- All doors, where possible, are to be propped open.
- There are to be two bins in each location, one for everyday waste and one for tissues only.
- Anyone showing signs of Covid-19 symptoms are to be isolated in the designated room, but anyone treating them/caring for them are to wear full Personal Protection Equipment (PPE).
- Anyone entering the library are to record their name and contact details to allow for track and trace. The Clerk is to purchase a book for this purpose. If a case of coronavirus occurs, then Public Health England is to be informed and track and trace deployed.
- People entering the library are to be requested to wear face masks whilst in the building.

Resolved – that the Clerk proceeds with making these amendments in the Covid-19 Risk Assessment and commence with opening Council facilities when it is entirely safe to do so.

SP20/07/07 Turreff Hall

Councillors discussed the concerns raised by the Caretaker with regard to re-opening for groups at Turreff Hall. Whilst Councillors sympathised with the issues raised they were of the opinion that the Parish Council has to get back to some sort of normality and is confident that, with the Covid-19 Risk Assessment now in place, PPE being purchased and safety measures being put in place, limited opening of Turreff Hall could now commence. The Clerk was asked to ensure that sufficient time is allowed between each group to thoroughly clean the building prior to the next group starting even if it means changing the times/days that the groups use the hall. With regard to the caretaker's holidays, Councillors **resolved** that the Clerk could employ the contract cleaner that cleans the Parish Council's public toilets to clean Turreff Hall. This is to be paid for from the Donnington Toilet cleaning budget as the toilets had not been open or cleaned during the lockdown period.

The meeting closed at 1830hrs.

Signature:

Date:

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