



EPWORTH TOWN COUNCIL FULL TOWN COUNCIL MEETING

02 March 2021 – 7.00pm

MINUTES

Present:

Councillors: Cllr. J Whittaker (Chair), Cllr. R Whittaker, Cllr. Finch, Cllr. Brumby, Cllr. Harm, Cllr. Woods, Cllr. Garner, Cllr. Stewart

Clerk and RFO: Mr S Baxter **Members of the public:** Two

Meeting commenced at 7.00pm

AGENDA ITEMS FOR DISCUSSION AND DECISION

1. Welcome to all Councillors and any members of the public sitting in observation

The Chair welcomed all and checked all Councillors were able to see, hear and be heard as the meeting was held via a digital format.

2. Members of the public participation – this will be limited to 10 minutes and each member of the public will have a maximum time of three minutes. This is at the discretion of the Chair.

There were no questions from the members of the public that were in attendance.

3. Motion to exclude members of press and public from participation – but can observe

For the following agenda points members of the public can observe the meeting but cannot take part in any discussion or debate. Any persons not Councillors or the Clerk will be muted on Zoom

- ***Motion to agree the motion was proposed, seconded and agreed unanimously. Motion carried.***

4. Apologies for absence from Councillors – agreement of Councillors to accept absences

The Clerk made the Chair and the Council aware that Cllr. Brumby was running a few minutes late due to a prior commitment. There was no apology needed from Cllr Mitchell who had resigned earlier in the day which was accepted by the Chair.

5. Declarations of interest – for the Council to note including dispensations presented to the Clerk

The Chair was made aware of the following declarations of interest:

- Cllr. Stewart made a declaration in regard to agenda point 33 as he was involved in a complaint by the person through their role in the Personnel Committee



- Cllr. Harm made a declaration in regard to agenda point 33 as he was involved in a complaint by the person through their role in the Personnel Committee
- The Chair made a declaration that he had a pecuniary interest in regard to agenda point 12 (item 7) as it was a payment to his company

6. Minutes of the last Full Meeting (05 Jan 2021) – to confirm that the minutes are accurate

The Chair opened up the minutes to the Councillors for comments.

The Council went through the minutes page by page and the Chair asked for any issues that the Councillors had in regard to the minutes not being accurate.

The Councillors asked that if the page numbers following on from previous minutes in the year could be added. There was also a request to remove the word 'ethical' from the agenda point minutes describing the change of banks.

They also asked that in future if the proposer and seconder in the agreed motions could be added in future.

- *Motion to agree the minutes of the last Full Town Council Meeting held on the 05 January 2021 (subject to the amendments as described above) was proposed by the Chair, seconded by Cllr Harm and agreed. Motion carried.*

Actions: The Clerk to amend the minutes as discussed to reflect the removal of the word 'ethical' and to add pagination.

7. Action and updates from the last Full Council Meeting

The Chair asked the Clerk to go through the actions that had been completed since the last meeting.

The Clerk went through the CLERKS ACTIONS report that had been submitted to the Councillors previously. The main points were:

- i) The various minutes discussed had the requested amendments made
- ii) The payments to the staff and suppliers were made
- iii) Confirmation of the Budget and Precept had been sent to NLC
- iv) Confirmation of acceptance of quotes was sent to Tune's Nursery (for hanging baskets), Skidmore Electrical (Chapel of Rest electric work), JT Building (Gutters and draught work) and Axholme Landscapes (for the cemetery path)
- v) Decision in regard to amendment to Standing Order 15b – due to subsequent advice this was not actioned
- vi) DPO role – the clerk confirmed that a data breach investigation had been done and that he had submitted two policies for agreement
- vii) Banking for the ETC – specifics on the process was passed to the Finance Committee
- viii) Email of Councillors – I have reminded all Councillors of the need to only use ETC Councillor email accounts for official ETC business



- ix) Change of standing order 12e – this was amended on the standing order records
 - x) Job description for the Handy person role – this role vacancy had been displayed and applications received
 - xi) Planning application opinion – this was passed to the NLC Planners through the portal
 - xii) Cemetery Management software – this was passed to Finance Committee for further discussion
- *Motion to agree the actions of the Clerk was proposed by the Cllr Harm, seconded by Cllr Woods and agreed. Motion carried.*

8. Chairman's announcement

i) Resignation of Cllr Tim Mitchell from the Town Council

The Chair wished the Council to note that Cllr Mitchell submitted his resignation a few hours before the Full Meeting. The Chair confirmed that he had accepted his resignation.

The Chair stated that wished it known that he wanted to put on the record the thanks of the Council to Mr Mitchell for his work for the Council and Town of Epworth over the last six years.

ii) Complaints against the Chair, Cllr R Whittaker and Cllr Harm

The Chair wanted to make the Council and thus the Community of Epworth of recent complaints against various Councillors made to the Monitoring Officer at NLC and the subsequent result of the Standards Board investigation.

The complaints (and the results of the Standards Board investigation) against the Chair:

- Accused of deliberately withholding information that the Council should and had a right to see
Compliant was fully dismissed by the Standards Board
- Accused of disclosing private information to the HR Advisor when he had no authority to do so
Compliant was fully dismissed by the Standards Board
- Accused of two breaches of data management in contravention of GDPR legislation
Compliant was fully dismissed by the Standards Board
- Accused of not declaring an interest and actively trying to prevent allegations being made against a family member
Compliant was fully dismissed by the Standards Board
- Disclosure of confidential information to a member of the public
Standards Board still reviewing the complaint – Chair is very confident it will be dismissed
- Not following proper procedure in Council management
Standards Board still reviewing the complaint – Chair is very confident it will be dismissed

The complaints (and the results of the Standards Board investigation) against the Cllr R Whittaker:

- Accused of taking part in a meeting about the previous Clerk's resignation when it was felt she should have recused herself due to the letter's contents.
Compliant was fully dismissed by the Standards Board



The complaints (and the results of the Standards Board investigation) against the Cllr Harm:

- Accused of misleading ERNLLCA in order to keep someone away from participating in the Personnel Committee

Compliant was fully dismissed by the Standards Board

The Chair stated that had any allegations been proven by the Standards Board, then the minimum he would have expected the councillor to have done is to fully apologise. But as nearly all the allegations that were made against three Councillors have been dismissed (and the final two are very likely to be dismissed) he would ask the complainants to offer an apology to the Councillors - something if offered he and Cllr R Whittaker and Cllr Harm would accept. But no apologies have been offered unfortunately.

The Chair concluded that after the dismissing of the allegations by the Standards Board, he was proud in that it showed that the Council did follow proper procedures and actions and that it actually reflected well on the Town Council.

9. To receive the reports from Ward's Councillors

The Chair stated unfortunately he did not receive any report from Cllr Mitchell or any other Ward Councillor and thus no report can be disclosed to the Council or the community.

10. Minutes of the Financial Committee Meeting (23 Feb 2021)

The Clerk had previously provided the minutes of the Committee meeting to Councillors. The Chair went through the minutes for the Councillors and asked for any issues to be raised. No comments.

- *Motion to agree the minutes of the last Finance Committee Meeting was proposed by the Cllr Finch, seconded by Cllr Brumby and agreed. Motion carried.*

11. Financial Update

The RFO had provided a full update to the Finance Committee of which the details had been discussed in detail and agreed. The financial update paperwork had also been provided to all Councillors for perusal and consideration.

Cllr Woods stated that he felt the new layout of the accounts undertaken by the RFO was very clear and easy to read, understand and make any considerations. This was agreed by the Council.

- *Motion to agree the financial reports presented by the RFO as accurate was proposed by the Cllr R Whittaker, seconded by Cllr Finch and agreed. Motion carried.*



12. Schedule of payments for approval

	Payee	Amount (net)	Amount (total)	Reason
1	Plusnet	£ 33.00	£ 39.60	Broadband
2	MQWA Ltd	£ 50.00	£ 50.00	H&S Advisory Feb 2021
3	West Carr Tree Care	£1,050.00	£1,050.00	Tree maintenance work
4	Vodafone	£ 15.98	£ 19.17	Clerk phone
5	Amazon	£ 116.66	£ 139.99	New Chair for the Office
6	NALC	£ 32.44	£ 38.93	Webinar training - Cllr Brumby
7	Prestige Safety Services	£ 95.92	£ 115.12	Provision for ZOOM communication for the Council

The Chair stated the invoice to his own company, Prestige Safety Services, was for the provision of Zoom for the Council during this year. This was because when the Zoom account was set up in May, there was an issue with payment and the Chair used his own bank to make the payments. This invoice would be sent from his company (rather than himself) so that the Council could then reclaim the VAT.

The Chair due to a prior Declaration of Interest, abstained from the discussion on the approval of payments.

- *Motion to agree the schedule of payments was proposed by Cllr Stewart, seconded by Cllr Woods and agreed (with one abstention by the Chair). Motion carried*

Actions: The Clerk to ensure the necessary payments are made to the suppliers and the Chair

13. Rescission Notice - application of decision to amend Standing Order 15b made on the Full Council Meeting on the 02 February 2021

The Clerk confirmed that he had received the required signatures (albeit digitally due to the corona virus regulations) from five Councillors as deemed minimum by the NALC guidelines.

The Chair stated that the rescission notice was needed as the Council had received advice from ERNLLCA after the last Full Council Meeting that the change in the standing order was not compliant with the Local Government Act 1972.

- *Motion to agree to the proposed rescission notice was proposed by Cllr Stewart, seconded by Cllr Harm and agreed (with one abstention). Motion carried*



14. Proposal to amend Standing Order 15b – sending the supportive documents to Councillors by a digital means.

The Chair stated that the intention, as discussed the previous week, was to use the modern technology in the form of the IT tablets rather than sending the large amount of paperwork for each meeting.

Cllr Garner stated that the Council should consider provision for any current or future Councillors with any form of disability.

The Clerk reminded the Council in response to the comments by Cllr Garner that any standing orders of any Council do not supersede statutory legislation and that the Disability Discrimination Act specifically requires any public body to make provisions for any persons who are considered disabled. Thus, there is no need to make any specific provision in the standing orders of the Council for any provision for any disability of Councillors as it was required by law to do this anyway.

Cllr Brumby stated that she agreed with the Clerk that the DDA required the public body to facilitate any person who is considered disabled on an individual basis.

Cllr R Whittaker stated that the Council does have a history of making provisions for staff and Councillors who have a disability - the Council would always help as much as possible.

The Chair asked the Clerk to clarify the proposed change in the wording of the standing order:

b The clerk shall: i. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda (unless the Councillor has agreed to receive this by a digital means) but will deliver any supporting documents by a digital means.

- **Motion to agree the change in the wording of the standing order 15b as read by the Clerk was proposed by Cllr Woods, seconded by Cllr Harm and agreed with two abstentions. Motion carried**

Actions: The Clerk to ensure the wording the standing orders is changed.

15. Printing needs in the Town Council Office

The Clerk had previously sent the details to all Councillors of the recommended printer which would cost the Council £289.

The Chair opened the agenda point and stated that it had already been agreed by the Council that the leased photocopier will be returned to the supplier due to the expense and lack of need. By purchasing a much smaller printer than the leased one would save the Council (after all costs taken into consideration) around £1k in the next financial year as compared to the current one.

Cllr Harm asked about what investigative work had been undertaken by the Chair or Clerk. The Chair confirmed that he used the proposed printer in his office at work and was very happy – he felt it would be perfectly suitable for the Council office needs.



The Council questioned if there was a need for an extended warranty. The Clerk confirmed that the printer would come with one year's standard warranty but that if an extended warranty was decided upon then it would need to be decided before the purchase.

The clerk stated that as the printer lease was only due to end in mid-April 2021, the purchase of the printer could be delayed to early April 2021.

The Council discussed the option of agreeing the purchase but then delegating the approval of the purchase of the extended warranty to the Finance Committee at the end of March – this would allow the Clerk time to investigate the extended warranty options but not delay the purchase of the printer.

- *Motion to agree the purchase of the recommended printer, but delegate the decision to procure the extended warranty to the Finance Committee was proposed by Cllr Woods, seconded by Cllr R Whittaker and agreed unanimously. Motion carried*

Actions: The Clerk to investigate the extended warranty provision and report this detail to the Finance Committee.

16. Protective cases for Councillor IT Tablets

The Clerk had previously sent details of two recommended cases for the IT Tablets provided to the Councillors. The cost was between £10.99 and £14.99.

The Chair stated as the Council had invested a near £1,200 in the IT provision and that it was appropriate that the Council should consider providing some level of extra protection for the devices. In addition the cost of the IT Tablets had actually come under budget for each piece of equipment by nearly £30.

Cllr Whittaker stated that as the devices were quite slippery and that they were used for the Zoom meetings, it would be helpful to have a case with a stand attached.

Cllr Brumby stated that she felt uncomfortable spending more money on the Council equipment and that possibly Councillors could provide their own – Cllr Harm agreed and stated he had bought his own as well.

The Chair answered that while he fully understood the points raised by Cllrs Brumby and Harm he felt that as Councillors gave their time for free, they should not be expected to provide their own equipment for the meetings.

The Council discussed the option that they could consider the option of asking Councillors to put a request to the Clerk if they wanted a protective case and that the Clerk would have a budget per case of £14.99.

- *Motion to agree that each Councillor could request a protective case for their tablet if they wished and that the Clerk would have a maximum of £14.99 for each case was proposed by Cllr Woods, seconded by Cllr Finch and agreed. Motion carried.*

Actions: The Clerk, upon receipt of request by a Councillor, procure a suitable protective case for each Councillor.



17. Discussion of the updated Council website

The Chair introduced the subject of the Council website. He stated that when the previous Clerk left, unfortunately the Council did not have access to the Council's website and that over the last few weeks the Clerk and Chair had found an access route and the Clerk had subsequently undertaken to improve the image, user friendly nature and the updated information.

The Chair continued to state that he had seen the work done by the Clerk and felt it looked a lot better and crucially it may be that it met the accessibility legislation. If it did it would save the Council a lot of money that had been budgeted for a new website.

The Clerk went through the website with the Council and showed the change of the home screen to reflect the community – he thanked Cllr Finch for the wonderful picture of the Church and playing fields which has been used as the backdrop. He stated that the agendas and minutes had been updated.

The Chair thanked the Clerk for the extensive work he had undertaken.

18. Discussion and vote a proposed new Cemetery Management and Financial System provided by SCRIBE

The Chair stated that the Council, due to the change in legislation, would need to submit electronic VAT returns from April 2022 and so the Council, either now or over the next 12 months would need to move to an electronic financial system. He continued to state that in his opinion the Council needed to continue to look to modernise some antiquated Council systems – including the cemetery and finance systems.

The Chair also stated that the Finance Committee had recommended that the Council should move to a digital financial system – but that they felt the system decision should be left to the Full Council.

Cllr Stewart stated that while he felt the Council should move a digital financial system, he felt that the Council should wait until the Clerk position had been filled permanently, and the new clerk participate in the system choice and thus would vote against it.

Cllr R Whittaker stated that any Clerk coming into the Council working for the Council should follow what the Council wants and not dictate what they wanted. She continued in stating that she had undertaken due diligence in that she had spoken to seven local Councils in what they used for the finance provision – all stated that they either used digital systems or were about to move to a digital system. A few did use SCRIBE and were very happy with the system – others used alternative systems. The ones that did use SCRIBE felt the system made their lives easier for their financial management of Council finances.

Cllr Garner stated that the Council should not rush into a decision and felt the Council should wait – she stated that a Council could start using a system mid-year as it was straightforward to update the data needed for the previous time of the year.

Cllr R Whittaker disagreed stating that the Clerks she spoke to all said that if ETC move to a digital system then to do it at the start of the financial year as it was a big job to back fill the data.



Cllr R Whittaker stated she had looked into the system the Clerk had recommended and the market leader – in her opinion the market leader system was being used by far larger councils that possibly needed more system features.

The Chair stated that the cemetery records were very archaic and difficult to use – something Cllr R Whittaker agreed when she had to use the system in December 2020 when the previous clerk left.

The Clerk stated to the Council that the Council needed to consider the risk management angle – if the cemetery records were ever damaged or destroyed, there was no backup. It had a duty of care to the Community to preserve the records of the cemetery.

There was a discussion that the Council may consider that it may be better to move to both systems at the same time to achieve the effectiveness of the combined systems.

- *Motion to agree that the Council to move to SCRIBE FINANCIAL and SCRIBE CEMETERY MANAGEMENT as recommended by the Clerk was proposed by Cllr R Whittaker, seconded by Cllr Finch and agreed – there was two objections. Motion carried.*

Actions: The Clerk to contact SCRIBE to start the move to the systems for Finance and Cemetery Management.

19. Change in legislation of how Council Meetings are held

The Chair stated that upon advice from the Clerk, the Covid legislation that came in during April 2020 that allowed various Council meetings to be undertaken by remote digital means was due to end on the 07 May 2021. He stated that the Government may extend these permissions but that the Council should plan for all eventualities.

The Clerk stated that as the change was due on the 07 May 2021, the Council may decide to have the Annual Meeting and the Town Meeting before the 07 May 2021 – this would allow the meetings to be held by Zoom.

The Council agreed that while the COVID issue was still prevalent, it would be appropriate for the meetings to be held remotely. They discussed that the Annual Meeting could be held before a Full Council Meeting in the first Tuesday of May. The Town Council Meeting could be held during the end of April and the date could be firmed at the next Full Council Meeting by which it will be known if the deadline of 07 May 2021 has been extended or not.

Cllr Harm stated that a date of the Town Meeting could be decided through an EOM if needed.

- *Motion to hold the Annual Meeting on Tuesday 04 May 2021 at 6.30pm by Zoom, and to hold the Town Council Meeting during the last week in April 2021 (time and date tbc) was proposed by the Chair, seconded by Cllr Stewart and agreed. Motion carried.*

Actions: Clerk to ensure the date of the Annual Meeting is published on the website and a date for the Town Meeting to be proposed to the Chair for consideration by the Council.



20. Minutes of the last E&C Committee Meeting (08 Feb 21)

The Clerk had sent the DRAFT minutes of the Committee Meeting to all Councillors previously.

The Chair asked for any comments or issues Councillors had with accuracy of the minutes. No comments were made.

- *Motion to agree the motion was proposed by Cllr Woods, seconded by Cllr Stewart and agreed unanimously. Motion carried.*

21. Proposition to site a memorial stone without a burial or ashes internment

The Chair introduced the point following a request to the Clerk by a member of the local community. The request was for permission to erect a memorial headstone but without any ashes interned or burial. This was because the deceased had a long-standing connection with Epworth. The issue that the Chair stated was that in his opinion from a very provisional review the cemetery had, based on the last five years usage, around 20-25 years left before it was likely to be full. Thus, if the Council allow memorial stones (without ashes or burial) then it will likely to be filled up sooner.

The Clerk stated that having reviewed the rules of the cemetery, the decision was the Clerks but that he felt that this decision may set a precedence, it was better if the decision was made by the Full Council.

The Chair stated that the Council may decide to consider ground in the Cemetery that is not fit for burial or internment - this may then allow the Council to ensure that the Cemetery's space is managed well.

Cllr Harm suggested the Council could decide to have a memorial stone installed to then allow any such memorials. He suggested that it may be appropriate to pass this issue to the Environment &

Cemetery Committee for further investigation and recommended.

The Council discussed the issue how to respond to the member of the community and asked the Clerk to update the individual in that the request is under review.

- *Motion to agree that the issue of the request is passed to the Environment and Cemetery Committee to consider a memorial wall was proposed by Cllr Harm, seconded by Cllr Stewart and agreed. Motion carried.*

Action: The Clerk to ensure this issue is added to the next E&C committee for discussion

22. Update on arboriculture work on Kings Head Croft

The Clerk had previously sent the details of the work the tree surgeon had undertaken - by West Carr Tree Care Ltd. Cllr Woods stated that had walked around the area and was very impressed with the standard of the work that had been undertaken. The amount of the cut back that had taken place was substantial and the area now looked far better. He stated it was hoped that the area could now be kept in as good condition

Cllr R Whittaker stated that she was aware of tree overhanging the car park but that there was no imminent danger.



23. Resignation of Grounds person at the Cemetery

The Clerk had previously informed all Councillors that the Groundsman had resigned due to personal reasons with immediate effect. The Council would now have to decide on how they wanted the cemetery maintenance managed.

The Clerk stated that there had been an expression from a local resident that he may be willing to offer to the Council to manage the Cemetery care for a short period of time while the Council review the needs for the long term. He also felt that the Council would need to know if any applicants for either the Handyperson role or the Grounds person role would be interested in a combined role.

The Chair stated that the Council basically had two options: i) to hire a commercial contractor to undertake the work ii) or hire another person to fill the role (either with the handyperson role or not)

The Council discussed that they needed to know the cost of what the commercial cost was likely to be and thus they felt the Clerk needed to get some estimated costings from a few gardening contractors. The Council could then ask the Clerk to call an EOM for the Council to decide on the options.

- *Motion to agree the issue and options of the cemetery management (after the Clerk has investigated the possibilities) and then have the Clerk call an EOM was proposed by the Chair, seconded by Cllr Stewart and agreed. Motion carried.*

Action: The Clerk to contact the various applicants of the roles and discuss options as well as contacting various gardening contractors for costs.

The Council then discussed how they should celebrate the 42 years of the previous Groundman. The Chair stated that any Councillor could contribute to the collection that the Clerk was managing – and there had been a previous discussion of what to use the collection for.

The Council discussed the possibility of having a plaque in the cemetery grounds to celebrate the 42 years of the previous Grounds person. They felt it would be a good way to honour the former Groundsman for his very long-term hard work.

The Clerk updated the Council in that there was NALC guidance that allowed the Council to use Council funds for a gift or honour to an employee but not to a Councillor.

- *Motion to agree the Environment and Cemetery Committee look at the options to honour the previous Grounds person was proposed by Cllr Garner, seconded by Cllr Harm and agreed. Motion carried.*

Action: The Clerk to contact the previous Grounds person to ask what (if any) kind of honour he would like and how to use the collection from the Councillors.



24. Handy Person role vacancy

The Clerk stated that the deadline for the role as advertised on the noticeboards in the town centre was the 08 March 2021 – up to the date of the meeting there had been two applicants.

The Chair stated that it would be the Personnel Committee who would interview the applicants along with the Clerk as the role's line manager. The Council hoped that the interviews could be scheduled with a week of the deadline of the applications for the role.

- *Motion to agree the delegation of the interviews to the Personnel Committee was proposed by the Chair, seconded by Cllr Stewart and agreed. Motion carried.*

Action: The Clerk update the Personnel Committee of the applicants and number once the deadline has passed. Then arrange the necessary interviews in conjunction with Personnel Committee Chair.

25. Maintenance and Decoration at Cemetery Lodge

Cllr Woods stated that he and Cllr Finch has met with two decorators to gain quotes and had used inputs from the Clerk and Cllr R Whittaker. Previously Cllr Finch and Cllr R Whittaker had seen a third contractor. The various contractors were asked to look at the internal and external of the building and provide the quote is parts to then allow the Committee to assess what is urgent and what can be planned over several years.

The Clerk stated that as of the meeting no quotes had yet been received but would chase all contractors in the next week to ascertain if they wish to submit any quotes.

26. Minutes of the Planning Meeting of the 08 December 2020 – to agree the accuracy

The Clerk had previously provided the minutes of the Committee meeting to Councillors.

The Chair stated that the reason for the delay in having these minutes agreed was that the Council was without a formal clerk after the previous clerk left and the minutes taken for the Meeting were still in draft format at the last meeting.

The Chair went through the minutes for the Councillors and asked for any issues to be raised. No comments.

- *Motion to agree the minutes of the Planning Committee Meeting of the 08 December 2021 was proposed by Cllr Stewart, seconded by Cllr R Whittaker and agreed. Motion carried.*

27. Planning application to review and vote – Application PA / 2021 / 109.

The Chair went through the application details and the various documents that had been submitted as part of the application with the Councillors – and then passed to Cllr R Whittaker as Chair of the Planning Committee to go through any issues the Council may or may not have with the application.

The Clerk reminded the Council the options the Councillors had in regard to issuing an opinion.



Cllr Whittaker stated in her opinion there were several issues in connection with the application that the Council should consider:

- Flooding risk – there was no flood risk assessment included in the bundle of documents.
- Outside the normal development boundary
- The land in the application is surrounded by an industrial area
- The area is in constant use by HGVs

Cllr Woods asked why should the Council object to the planning application to build houses considering there are already houses there.

There was a detailed discussion and consideration on the merits of the application and if it was appropriate to approve. There was a general consensus (albeit not by all) that the planning application should not be supported.

- *Motion to make a statement (including the details proposed by Cllr R Whittaker) by the Council to OBJECT to the planning application with reference PA / 2021 / 109 was proposed by Cllr R Whittaker, seconded by Cllr Finch and agreed with one objection. Motion carried.*

28. Polices to be adopted: GDPR Policy and Retention & Disposal of Documents Policy

The Chair opened the discussion but then asked the Clerk (through his Data Protection Officer role) to explain the reasons for the proposed policies and the actual policy details.

The DPO explained that these two policies were needed to ensure that the Council met its data protection obligations and to also demonstrate to the Community that the Council takes its responsibilities serious. It would also allow a proper framework for which the Council could manage the data and documents it holds – and crucially ensure that it only holds documents when there is specific and credible reason.

Cllr Brumby in support of the policies states it also clearly shows that each Councillor must be aware of their own obligation and that GDPR training must be enacted by some Councillors and the Clerk.

- *Motion to agree the proposed GDPR and Retention & Disposal of Documents Policies was proposed by the Chair, seconded by Cllr Woods and agreed unanimously. Motion carried*

Actions: Clerk will ensure that policies are updated onto the main document storage as well as the website.

29. Questions to the Chairman – any update from Councillors from members of the community since the publication of the Agenda

The Chair asked for any questions from the Councillors.

Cllr Harm stated that we wanted the Chair to be aware that there were complaints against staff that the Personnel Committee were looking into. The Chair acknowledged he was aware.



Cllr Woods stated that he wanted to raise the issue of the draught excluders that had been installed recently on the outside of the doors at the Chapel of Rest. He felt that they were possibly ineffective and not in keeping with the building. The Chair stated that as far as he was aware the reason why there was an external draught excluder (rather than an excluder inside the building) was because of the angle and fall of the door. The Chair appreciated the issue raised however.

30. Next Meeting of the Full Council – 7.00pm on Tuesday 06 April 2021 by Zoom

31. Motion to exclude members of press and public from the meeting due to the confidential nature of the staffing and salary matter for the following agenda points.

For the following agenda points members of the public and press were excluded and removed from Zoom.

- *Motion to agree to the removal of members of the public and press was proposed by Cllr Harm, seconded by Cllr Stewart and agreed unanimously. Motion carried*

32. Approval of salary detail and expenditure for all Council employees

The Clerk went through the salary and expenses detail of the employees of the Council. This had been previously submitted to the Chair.

- *Motion to agree to the salaries of the Council were proposed by Cllr Woods, seconded by Cllr Stewart and agreed unanimously. Motion carried*

Actions: The Clerk to ensure the necessary salary payments are made to employees

33. Recommendation to consider communication to the clerk from a 3rd party vexatious

CLLR STEWART DUE TO HIS DECLARATION OF INTEREST WAS ASKED TO SIT IN THE WAITING ROOM DURING THE DISCUSSION AND VOTE.

The details of the discussion are confidential

- *Motion to agree to the Chair writing a letter to the 3rd party welcoming questions but condemning the language used against the Clerk was proposed, seconded and agreed with one objection and one abstention. Motion carried*

The Chair would write the to the 3rd party.

34. Contract of Clerk

There was a discussion on the proposal to extend the contract of the Clerk. The precise details of the discussion are confidential.

- *Motion to agree to the extension of the contract for the Clerk was proposed, seconded and agreed unanimously. Motion carried*

Meeting was closed by the Chair at 10.20pm.