

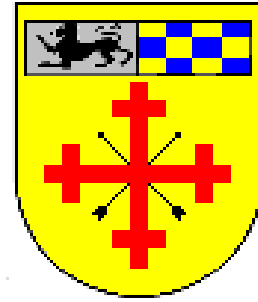
# Castle Bromwich Parish Council

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**Chairman:** Cllr. P Allen, **Vice-Chairman:** Cllr. K Shaw

Cllr. S Beechey, Cllr. A Haywood, Cllr. J Macdonald,

Cllr. M Rashid, Cllr. J Riordan, Cllr. R Shaikh, Cllr. A Shaikh Ahmed, Cllr. M Strong, Cllr. J Ward + 4 vacancies

## MINUTES OF THE EXTRAORDINARY COUNCIL MEETING

HELD ONLINE WEDNESDAY 3<sup>rd</sup> FEBRUARY 2021 AT 6:30PM

Members Present:	Cllr. P Allen (Chair), Cllr. K Shaw (Vice-Chair), Cllr. A Haywood, Cllr. J Macdonald, Cllr. M Rashid, Cllr. J Riordan, Cllr. R Shaikh, Cllr. A Shaikh Ahmed, Cllr. M Strong & Cllr. J Ward
Guests in Attendance:	None
Public in Attendance:	None
Officers in Attendance:	Clerk: Gemma Burgess (minute-taker)

- C21-030 **Chairman's Welcome:** Cllr. P Allen welcomed everyone to the meeting and noted the sad passing of Captain Sir Tom Moore, giving thanks for his efforts and those of all key workers in the COVID19 response.
- C21-031 **Apologies for Absence:** Apologies were received and noted from Cllr. S Beechey. Cllr. M Strong joined the meeting at 6:36pm and Cllr. J Macdonald joined at 6:47pm.
- C21-032 **Declarations of Interests:** None.
- C21-033 **Public Question Time:** None.
- C21-034 **Borough Councillors:** None.
- C21-035 **Minutes:** The minutes of the Council meeting held on Wednesday 27<sup>th</sup> January 2021 were not available so will be presented for approval to the next Council meeting.
- C21-036 **Confidential Matters:** no guests or members of the public were present to necessitate moving into a confidential session.
- C21-037 **Staffing:**
- The retirement of the Assistant Clerk and the month's notice period ending on February 28<sup>th</sup> was noted. The Council expressed its gratitude for all her hard work, especially the efforts made during the period without a Clerk.
  - It was noted that WMPF early retirement pension reduction is 14.3% for 3 years. The request from a member of staff to considering not making an

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early retirement reduction (which would therefore be funded by the Council) was considered.

**RESOLVED:** That no special arrangements to fund early retirement % pension reductions would be entered into for any staff, so as to treat all members of staff fairly and to not burden the rate payer with future liabilities.

- c) The NJC Pay scales and historic job descriptions were discussed and noted.
- d) The current staffing structure at the Council was considered and no changes to the department structure of operating Democratic Services, Arden Hall and Open Spaces separately were felt necessary.
- e) The clerk was directed to gather information on:
  - What hours and responsibilities the current Hall Manager would ideally like.
  - What the options are for staffing/managing the bars including who would be the DPS for the Alcohol Licence.
  - How the open spaces at Arden Hall Playing Fields and Hob Farm may be secured most efficiently.
  - How long a position should be held open for staff returning from long-term sick leave and whether that role needs to be the same as they left.
  - Options for new staff under Democratic Services and within the current budget.

C21-038 **Date and time of the next meetings** were confirmed as:

Leisure Services Committee:	3 <sup>rd</sup> March 2021
Finance and General Purposes Committee:	10 <sup>th</sup> February 2021
Parish Council:	24 <sup>th</sup> February 2021
Staffing Committee	TBC

**This meeting ended at 8:28pm.**

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Signed as a true record of the business transacted  
Chairman Castle Bromwich Parish Council

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Dated