

## Bretton Parish Council

### Minutes of the General Purposes Meeting held on the 8<sup>th</sup> July 2019 (GP19-02) at 7.30 p.m. at Unit 2, Pyramid Centre Shopping, Bretton.

**Present: Councillors: C Burbage, M Horrell, C Lee, J Riddler, K Riddler, and M A Stanton.**

**Others: Bernard Champness – Clerk, J Stanton (resident)**

**Not Present: L Aldridge**

#### Open Forum

Although a resident was present there was no open forum and the meeting was formally opened at 19.30. In the absence of Cllr Aldridge, Cllr Burbage acted as Chair for the evening.

#### **15 Apologies for absence, acceptance of Apologies**

**15.1** Apologies were received from J Johnson (health)

**15.1.1 Resolved:** That the apologies be accepted.

#### **16 Declaration of Interest** – To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.

**16.1** No one declared an interest in any item on the agenda.

#### **17 To approve the minutes of the meeting held on Monday 10<sup>th</sup> June 2019 (GP9-01)**

**17.1 Resolved:** that the minutes of the 10<sup>th</sup> June 2019 be agreed as a true record and duly signed by the Chairperson.

#### **18 Matters to Report** (restricted to those items not listed on the agenda)

**18.1** The Clerk explained that as a member of the public was present, he could not give details about the item held in closed session last month.

#### **19 To review the Standing Orders for the GP committee**

**19.1** The Clerk explained that the Standing Orders had been amended to include the item about filming and recording meetings. **Resolved:** that the Standing Orders as amended be adopted.

#### **20 To approve the following polices**

- **Freedom of Information Act and Publication scheme**
- **Training**
- **Complaints/Grievance Procedure**
- **Equality and Diversity Policy.**
- **Safeguarding**

- 20.1** The above Policies had ben amended and sent to the committee members before the meeting for them to consider. **Resolved:** that the above polices be adopted and placed onto the website.

## **21 To consider the website and Social media.**

**21.1** It was explained that Ian Bratley who looks after the website was in France and was unable to attend this meeting, He had made it clear that he was more than happy to attend a meeting and discuss with the committee members what they wanted him to do so he could advice if that was possible and if so how much it would cost. The Chair said that he thought it a good idea for a set of questions to be prepared and approved before that meeting so Ian would not be swamped with the same question by various members. The Clerk pointed out that it was not for Ian to tell us what was needed it was up to us to tell him. Consideration was then given to possible improvements to the website.:

- Updated photographs of Bretton. The Clerk pointed out that this was not really down to Ian and there was nothing wrong with anyone present providing photographs and asking for them to be included. It was suggested that Katy Hawkins be approached to see if she had some good photographs that we could use. It was agreed that Cllr K Riddler would make the contact with Katy
- The text on the front page should be in a bigger font making it easier to read
- As discussed at the last meeting each Councillor to provide a photograph of him or herself with a short biography. A question was asked if this should be done individually or a group photograph. The Clerk pointed out that it should be individual photos so that with the picture we could put details of the Register of Members Interest Form.
- Can we have a What's On page for activities in Bretton. It was pointed out this was a good idea, but the difficulty is finding groups who are prepared to share this information with us in the first place.
- Any more questions should be sent to the Clerk so he can set out a template of questions to put to Ian.

**21.2** Regarding Social Media it was thought that we should be promoting the use of this more than we do at present. The only concern was who was going to administer it and take down offensive comments. It was agreed that the Admin team, posting information, would be the Clerk and Assistant Clerk with moderators, removing offensive comments, being Kirsty Riddler. Mary-Ann Stanton and Chris Burbage as back up. The Clerk was to contact Angus Ellis asking him for the password for the Twitter account.

## **22 To consider the Risk Assessment**

**22.1** The Clerk explained that he and Cllr Lee had spent some time going through the risk assessment. He had printed an overall summary of the various assessments carried out for 2019-20. This was circulated and they were informed that if they wanted the full assessment, he could send that by e-mail. It was agreed that this would not be necessary. After explaining how the risk was calculated it was agreed that they were agreed and approved.

## **23 Correspondence**

**23.1** There was no correspondence that was received other than what had been discussed at this meeting.

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC:** in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

**24 To discuss and consider a job description for a caretaker.**

**24.1** The Clerk explained that at the moment to accommodate the bookings we had we were having to use both the meeting room in Unit 2 and the room in Unit 3. This meant that we needed someone not only to open and shut the Community Centre, but also open Units 2 & 3. This was discussed at the Finance meeting where it was agreed that GP would consider a job description for employing a caretaker. The Clerk had printed off various job descriptions he had seen online. Whilst they were not all specific to this job, they were helpful in giving some ideas of what we needed to include. It was also pointed out that we did not have a budget yet to employ someone. We need to have a figure of what we were going to pay and for how many hours we were going to employ this person by November when we consider the Precept for 2020-21. The Clerk was asked to keep a record between now and September on when someone was needed to open and close either Units 2&3 or the Community Centre. It was agreed that a zero-hour contract would not be appropriate.

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC:** in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential business being concluded, the Press and the Public be invited to return to the Meeting

**25 Any other business- *Reminder by Law – information exchange only no decisions can be made***

**25.1** There being no other business the meeting was closed at 21.10

**26 Date of Next Meeting**

**26.1** The date of the next meeting – to be held on **Monday 9<sup>th</sup> September 2019 at 19.30 p.m.** at Unit 2 Pyramid Shopping Centre, Bretton.