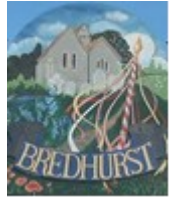


# **BREDHURST PARISH COUNCIL**



## **Minutes of the Extraordinary Parish Council Meeting held via Microsoft Teams, on Wednesday 27<sup>th</sup> October 2020 at 6.30pm**

**Present:** Cllr Vanessa Jones (Chair), Cllr Nichola Carr (Vice-Chair), Cllr Claire Sharp, Bex Ratchford (Clerk)

Public: 0

### **253. Apologies for absence**

Apologies were received from Cllr Bowring due to being detained at work.

### **254. Declarations of interests**

Cllrs had no interests to declare.

### **255. To approve the minutes of the meeting held on 7<sup>th</sup> October 2020**

- a. Minute 240: it was **agreed** to change 'three working days' to 'five working days' against the advice and wishes of the clerk.
- b. Minute 240: it was **agreed** to add 'Cllr Carr' to the sentence 'Cllr Jones felt the public should have been...'
- c. Minute 240: it was **agreed** to change 'on the field' to 'in the vicinity of the field'.
- d. Minute 245: it was **agreed** to delete the word 'page' from the first sentence.
- e. Minute 251: it was **agreed** to change the second sentence to 'It was **agreed** that the clerk must not exceed her monthly contracted hours. Should overtime be needed, it must be authorised in advance and details provided as to why the extra hours are required.'

**Action 1: Clerk to amend accordingly and publicise updated minutes.** Subject to these amendments, the minutes were **agreed** as an accurate record of the meeting and were signed and dated by the Chair.

### **256. Staffing (closed session)**

The Kent Association of Local Councils (KALC) had advised BPC to contact an independent HR company and had recommended by HR Services Partnership. It was **agreed** to suspend Financial Regulations requiring three quotes to be obtained and to employ HR Services Partnership on their pre-pay option for five hours at £71 per hour to review staffing procedures and practices. They will ensure all staffing related policies are fit for purpose and mediate if required. **Action 2: Cllr Jones to inform HR Services Partnership and enquire about the next steps.**

### **257. Close of meeting**

The meeting closed at 6.58pm.

**The next meeting will be held on Wednesday 4<sup>th</sup> November 2020 at 6.30pm.**

Signed.....

Date.....