

**Bere Ferrers Parish Council**

At a special meeting of the F&G P Committee held in the Council Chamber Bere Alston on Tuesday 27<sup>th</sup> August 2019.

**Present**

Cllr. D. Pengelly	Vice Chairman
Cllr. B. Lamb	Chairman of Council
Cllr. P. Crozier	
Cllr. P. Dennis	

**In Attendance** Cllr. Reed, Cllr. Flicker and Cllr. Peace

**177. Apologies.**

Apologies were received from Cllr. Maycock and Cllr. Wager due to business.

**178. Notification of items for information at the discretion of the Chairman. No action can be taken on these items.**

- a) Cllr. Lamb – in view of the agenda tonight I am informing you of a letter from West Devon Borough Council about removing the telephone kiosk at Bere Ferrers. This will be an agenda item for the next Finance & General Purposes meeting.
- b) The Clerk – informed committee that the toilet pan in the ladies cubical of the public toilets has been kicked sideways, there is also paper on the floor where someone has tried to light a fire.

**179. To confirm the proposed Salary range for the Ground/Work person, to be starting at £18,085 with 2 year increments at £18,426 and £18,795.**

Cllr. Lamb and Cllr. Crozier with the aid of South West Councils have updated the Salary of the Ground/Work person. Cllr. Lamb also visited Tavistock Town Council to confirm their pay scale for their Work persons.

Discussions took place.

**180. To confirm the new Job description for the post.**

Cllr. Lamb updated the job description which he then sent to South West Council for confirmation, Cllr. Lamb asked to include another item at 15 as follows, ‘The Ground/Work person to deputies for other members of staff including the Toilet Cleaner’.

Cllr. Lamb proposed acceptance of the new job description, seconded by Cllr. Dennis.

**181. That the Assistant Clerk should be employed for 15 hours per week 9am-12pm Monday, Tuesday, Wednesday and Friday and attendance of 36hrs per year at Committee meetings. The Salary would be NALC scale 1 pro rata.**

Discussions took place it was agreed that the Assistant Clerks hours stay at 12 hours per week Monday, Wednesday and Friday 9am-12pm, plus looking after a committee Cllr. Lamb proposed acceptance, seconded by Cllr. Crozier.

Cllr. Lamb proposed that committee go into part 2, seconded by Cllr. Crozier.

Discussions took place.

Cllr. Crozier proposed that committee come out of part 2, seconded by Cllr. Dennis.

182. **To take account of measures under the Working Time Regulations.**

Cllr. Lamb explained that the Working Time Regulations states that no one should be working a 7 day week.  
Cllr. Lamb proposed that the rotas be rescheduled to comply with the working time directive, seconded by Cllr. Crozier.

183. **To Confirm three Councillors and the Clerk to form the Selection and Interview Panel.**

Cllr. Lamb proposed that Cllr. Wager, Cllr. Maycock, the Clerk and myself form the Selection and interview committee and Cllr. Crozier as reserve for anyone not able to attend, seconded by Cllr. Dennis.

There being no further business the Chairman thanked members for attending and declared the meeting closed at 8.38pm.

Signed this 27<sup>th</sup> day of August 2019.

Chairman.....