



Lutterworth Town Council

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Carol Mobbs

Acting Clerk to the Council

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19th April 2021.

Councillors: Richard Nunn (Chairman)
J Ackerley
David Gair
Simon Hill
Tony Hirons
David Jones
Geraldine Robinson
Martin Sarfas

Dear Councillors,

You are hereby **Summoned** to attend the Staffing Committee Meeting of Lutterworth Town Council on 26th April 2021 at **1pm** to be conducted solely by Zoom.

Join Zoom Meeting

<https://zoom.us/j/92359033330?pwd=ZDIwN1ZrV3RpZFk2em8zK2Jvd243Zz09>

Meeting ID: 923 5903 3330

Passcode: Staff

Members are reminded that apologies for absence for all council meetings should be reported to the Town Council Office to ensure that they are correctly recorded.

The purpose of the Staffing Committee Meeting of the Town Council is: -

1. **TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE.**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST AND TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A DISCLOSABLE PECUNIARY INTEREST.**
3. **CONFIDENTIAL.**
 - i. **If members consider the following business to be of a confidential nature, the below resolution should be made:**
 - ii. **“In accordance with the public bodies (admission to meetings) Act 1960 the press and public will be excluded from the agenda items listed below by reasons of a confidential nature of the business to be discussed and they will be directed to withdraw.”**
 - iii. **Members resolve to go into private session.**

4. CHAIRMAN'S REPORT.

- a. Debra Gower – Cleaner.

The Acting Town Clerk can confirm that Miss D Gower handed in her notice on 29th March 2021 and gave 1 weeks' notice that she was terminating her contract on 9th April 2021. The Acting Town Clerk can confirm she has spoken with the remaining cleaner who is happy to take on the addition 3 hours to be worked on a Monday to Wednesday per week commencing Monday 12th April 2021.

5. SCHEDULE OF WORK FOR GROUND STAFF.

The Open Spaces Committee meeting dated 18th March 2021 have agreed the works required by the maintenance teams (see attached) and they have requested that the Acting Town Clerk create work Schedules for both departments.

- a. Update from Open Spaces.

The Open Spaces chairman will give an update from the committee and will confirm that the Acting Town Clerk has created the Work Schedules as requested, please see attached.

- b. Update on rotas.

Please see above.

- c. Health and safety implications (SH).

- d. Implications of outsourcing (SH).

- e. Mark Bayliss.

Please find a copy of Mr Mark Bayliss revised contract to be issued due to a reduction in working hours.

6. RESUMING FACE TO FACE MEEETINGS.

- a) When do we think services will resume?

At present the Government Guidelines stipulate that as of 7th May 2021 it will be illegal to hold meetings by virtual means this would mean resuming face to face meetings. This is due to be on the Town Council meeting agenda for Thursday 22nd April 2021 at 7pm and the Town Council will have made their decision on when they will hold the Annual Town Council meeting.

The current government guidelines state further restrictions will be eased on 17th May 2021. Please see enclosed information.

- b) Do we have the correct PPE?

The Lutterworth Town Council has all correct PPE include hand washing facilities, Hand sanitiser, face masks, signage, one-way systems, contract tracing together with information on not attending the Town Council office if you are ill, if you have a fever, cough and difficulty breathing, seek medical attention right away, and follow the directions of your local health authority.

- c) Covid Lateral Flow testing.

We hold rapid testing kits if you do not have symptoms of coronavirus (COVID-19).

This usually involves rubbing a long cotton bud (swab) over your tonsils (or where they would have been) and inside your nose.

The tests can give you a result in 30 minutes. They use a device similar to a pregnancy test and do not need to be sent to a lab.

You can do a rapid test at home or at a rapid lateral flow test site.

<https://www.leicestershire.gov.uk/news/lateral-flow-testing-extended-to-all>

- d) Consider what is working well currently.
- e) Consider what is not working well currently.

7. ACTING CLERK MENTORING PROCESS.

d. Update.

e. CiLCA course.

The Acting Town Clerk can confirm she has placed an expression of interest in the LRALC CILCA course.

8. THE ACTING TOWN CLERK TO LEAVE THE MEETING.

- i. In accordance with Standing order 27, a resolution is to be proposed to require the acting Clerk to leave the meeting.

9. RESULT OF INTERVIEWS FOR THE ROLE OF CLERK AND RESPONSIBLE FINANCIAL OFFICER.

- f. Proposal regarding the recruitment of Clerk.
- g. Proposal regarding a decision on office structure.

10. DATE OF NEXT MEETING.

The date of the next Staffing Committee meeting is Monday 17th May 2021 at 1pm.

Carol Mobbs
Acting Town Clerk

Dated.