

Minutes of the Harworth & Bircotes Town Council extra meeting held on Wednesday 30th March 2022, at 10am at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

Present: Cllr Evans (Chair), Cllr Flynn, Cllr Jones, Cllr James and Cllr Smith

Others: W Davies (Officer) No members of the public present.

17196 To receive and approve any apologies and reasons for absence

Apologies and reasons for absence received from Cllr Barns, Cllr Wrattton and Cllr Fear. Cllr Jones proposed to accept the apologies and reasons; this was seconded by Cllr James and resolved by the Council – 5 votes.

17197 To receive Declaration of Interests on any item on the agenda

No declaration of interests received.

17198 To review policies

The following policies were reviewed:

- Vexatious Complaints Policy - approved
- Terms of Reference for the Town Council - approved
- Equality Policy - approved
- Co-option Policy - approved
- Freedom of Information Policy - approved
- Social Media and Electronic Communication Policy – requires further review

Cllr James proposed to approve the policies as indicated above and to review further the Social Media policy; this was seconded by Cllr Smith and resolved by the Council – 5 votes.

17199 To review fees

Cemetery fees – The Officer went through the fees with the council; no amendments made. The Officer will be overhauling the fee structure and administration during the year.

Allotments – The Officer reported that the allotment has in total 8 full plots which some are split into half plots. Currently the annual income is £120.00; the annual water rates expenses are around £400 to £500.

The current rate is £15.00 per full plot and £7.50 per half plot.

After consideration, it was proposed that an initial increase for 2023-24 is £50 per full plot and £25 per half plot. However, this increase may be changed due to the ongoing negotiation with the water company to reduce the costs. A meeting with the allotment holders will take place when all the costings have been investigated.

Hall hire - The Councillors considered the current hall hire prices; after discussion it was proposed to keep the charges the same; with the option for negotiation regarding the situation and circumstances of the hirer e.g., a new community project

Cllr James proposed to approve the cemetery, allotment and hall hire fees as above; this was seconded by Cllr Jones and resolved by the Council – 5 votes.

17200 To review Standing Orders

Following review and consideration, Cllr James proposed to approve the Standing Orders with some amendments; this was seconded by Cllr Flynn and resolved by the Council – 5 votes.

17201 To review Financial Regulations

Following review and consideration, Cllr Jones proposed to approve the Financial Regulations with one amendment; this was seconded by Cllr Flynn and resolved by the Council – 5 votes.

17302 To exclude members of the public under the (Public Admissions to Meetings) Act 1960, to allow considerations of the following item.

- **To review staff pay scale**

No members of the public present.

The Councillors considered the hourly rates; taking into account the living wage increase for members of the staff; plus, the 2021 spinal column point increase for the Officer which has just been agreed in March 2022 which resulted in an amount of back pay.

After consideration, Cllr Smith proposed to approve the staff and officer's hourly rate increases; this was seconded by Cllr Jones and resolved by the Council.