



Parish Council logo Clerk: Mrs. L Rampton  
Parish Council Office,  
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North Somerset BS25 1JA  
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## A meeting of the Chairman's Committee was held on Monday 16<sup>th</sup> March 2020, 2.40 pm, Ilex Lane Cemetery

Parish Councillors present: Ms C Boase, Mr A Forbes, Mr K Joyce, Mr C Lomas and  
Mrs L Stephens

Clerk: Mrs L Rampton

Members of the public: None

*In view of the Covid-19 Pandemic and the uncertainty that meetings of the Parish Council and its committees and working groups would take place in the near future, a meeting of the Chairman's Committee had been convened to deal with matters that required an immediate decision of the Parish Council.*

1. **Apologies for absence.** Apologies had been received from Mr G Lloyd, Mr G Paterson, Mr J Taviner and Dr P Watkins
2. **Declarations of Interest and the Clerk to consider & decide upon any requests for dispensation from members to allow them to participate in a discussion or vote on a matter in which he/she may have a disclosable pecuniary or non-pecuniary interest.** As no interests had been declared, there were none.
3. **Public Participation.** None
4. **To consider extending the delegation of council decisions to the Clerk during any period of restricted activity. Such delegation to enable the council to fulfil its responsibilities to residents, employees and contractors.**  
Whilst investigations took place by the National Association of Local Councils into whether an alternative to holding face to face Parish Council meetings could be utilised by Local Councils during a period of risk to public safety, it was considered prudent to extend the powers of delegation (already contained within adopted standing orders and financial regulations) to the Clerk, or in her absence the appointed Deputy Clerk.
  - a. **It was proposed that a Scheme of Delegation is adopted by the Parish Council that extended the duties and powers of the Clerk (or Deputy Clerk) in the event of a National or Local Emergency such as the current COVID-19 Pandemic. [Annex 1](#)**  
**Proposed: Cllr C Lomas                      Seconded: Cllr K Joyce                      All in favour**

The Green Book covers the pay and conditions for local authority employees. The "Green Book" terms for sickness scheme (at Part 2, paragraph 10.2) is as follows:

An employee who is prevented from attending work because of contact with an infectious disease shall be entitled to receive normal pay. The period of absence on this account shall not be reckoned against the employee's entitlement under this scheme.

- b. **It was agreed that all Parish Council employees would be entitled to receive normal pay in a period of self-isolation.**
- c. **Should a member of office staff live in a household with another member self-isolating, they should 'work from home' and would be paid an additional allowance in accordance with the adopted policy. Visits to the Parish Office would be strictly prohibited.**
- d. **Parish Office opening hours to the public and Parish Councillors would be suspended with effect Monday 23<sup>rd</sup> March 2020 until further notice. Communication in this period would only take place by telephone or email.**

- e. Should the current pandemic escalate in this area, the Clerk was authorised to close the Parish Council Office completely to all visitors including staff members. Only the Clerk would be permitted to enter Parish Council Offices during this time.
- f. A new page should be added to the Parish Council website advising of restricted Parish Council activities, giving links to NHS and Government Guidance and details, where known of local groups offering support.
- g. NSC Planning – Due to the possible suspension of planning committee meetings, NSC should be asked if it was possible to encourage applicants and neighbours to contact the Parish Council directly regarding comments on planning applications.

**Proposals b – g as detailed were agreed en-masse**

**Proposed: Cllr C Boase                      Seconded: Cllr C Lomas                      All in favour**

**5. To consider and authorise potential changes to hours of work for the Clerk and Deputy Clerk, as well as a change to office opening days**

Members had previously been supplied with a paper outlining potential changes to reduce weekly working hours for the Clerk, whilst increasing hours for the Deputy Clerk. Works would take place to improve our current website and ensure this is compliant with accessibility standards as well as the setting up and monitoring of social media for the Parish Council.

Office opening days to members of the public would also be changed from ‘Monday and Thursday’ mornings to ‘Tuesday and Thursday’ mornings. Opening days would then coincide with the fortnightly Citizens Advice Outreach Service and Thursday Market days.

**It was proposed that hours of work for the Clerk are reduced from 37 hours to 30 hours weekly and that the Deputy Clerk hours increase from 10 hours to 21 hours weekly. Changes would take effect as soon as the Deputy Clerk’s employment with the Ambulance Service had been formalised, likely 1<sup>st</sup> May 2020. Office opening hours to the public would also change to opening on a Tuesday and Thursday morning between 10 am and 12 noon.**

**Proposed: Cllr K Joyce                      Seconded: Cllr C Boase                      All in favour**

**6. Matters for information. None**

**Meeting Closed:                      3.05 pm**

**Signed \_\_\_\_\_ (Parish Council Chairman)**

**Date \_\_\_\_\_**