**MINUTES OF THE EXTRAORDINARY MEETING OF BAWTRY TOWN COUNCIL HELD IN THE NEW HALL ON TUESDAY 30TH APRIL 2019 at 7.00PM**

**Present:** Cllrs: A. Claypole, D, Kirkham, D. Cartwright, C. Lukey, I Greer, G Scott, P. Holland, J. Linsley, P. Muxlow, A Cropley. G Budgen, D. Kirby

Mrs. A Harrison – Clerk to the Council

**In Attendance**: No members of the public

**18/19/275** Receive Apologies and Approve Reasons for Absence - No apologies

**18/19/276** Receive Declarations of Interest (other than standing interests) - None

**18/19/277** Agree Confidential Items- Item 5 New Hall (b)-(e) Staffing aspects.

**18/19/278** Public Participation

Discussion of recent complaints regarding the cemetery. Maintenance to be considered at the June meeting. Clerk to make statement on the BTC facebook page

**18/19/278** The New Hall

a) Legal update and further steps

The New Hall Committee had now confirmed in writing their intention to vacate the premises as of 30th April.

The Committee had confirmed that they were looking to establish a trust to allow for remaining reserves to be utilised for hall improvements (as opposed to day to day running costs). Feedback and concerns from the Committee about the handling of the transfer was provided to members.

Thanks was provided to the Charity Trustees for managing for hall for over 30 years and Council members were very grateful to the trustees for the proposed suggestions regarding the remaining reserves and for kindly leaving a number of contents for the benefit of the existing users.

The Clerk updated members about the transfer of utilities, wi-fi etc to date.

**Resolved** That the Clerk make arrangements for the transfer of all utilities

**Resolved** That a combination lock be fitted to the building and user groups advised accordingly.

Interim caretaker cover required as the current caretaker had indicated he did not want to continue in the role. The cleaner had agreed to set up the conference room when required but groups in the main hall on Mondays and Fridays required cover.

**Resolved:** That Cllr Kirkham, Greer and Kirby would provide cover setting up and locking the hall until a caretaker had been appointed,

Noted interviews for the caretaker and bookings clerk could now be arranged. Due to personal knowledge of applicants some members of the original group stepped down,

**Resolved:** Cllr Lukey, Greer and Scott to form the interview committee with power to undertake any shortlisting, interview candidates and appoint the booking clerk and caretaker in due course.

f) Approve Hire Agreements, Polices & Procedures

**Resolved:** That the hire agreements, policies and procedures to be approved, subject to the amendments noted by members and with the Clerk to update details of currently available facilities,

g) Note Insurance requirements and approve risk assessment

The Clerk had arranged insurance cover for the building from 1st May

**Resolved**: That the health and safety policy & risk assessment be approved.

**18/19/279** Public Bodies (Admission to Meetings Act) 1960

That due to the confidential nature of the matters to be discussed the press and public were excluded in the public interest.

**18/19/280** The New Hall

b) Approve Bookings Clerk Terms of Employment

**Resolved:** That the draft terms be approved

c) Approve Caretaker Terms of Employment

**Resolved**: That the draft terms be approved

d) Approve Cleaner Terms of Employment

**Resolved**: That the draft terms be approved subject to latest DMBC rates applicable to existing BTC workers and with reference to the existing terms.

e) Approve Clerk additional hours

**Resolved** That the Clerks hours be extended to cover management of the hall from 1st May 2019 (8hrs per week)

Letter to be forwarded to Vivian Wilcox thanking all the trustees for their commitment to managing the hall, the suggested plans for reserves and for kindly leaving the contents for users.

There being no further business the meeting ended at 8.05pm.

**Chair: ……………………………………………. Dated…………………………………………**