

**Minutes of a meeting of Extraordinary Meeting  
held on Tuesday 25<sup>th</sup> February 2020 at 7:00 pm  
at The Windmill, Meopham Green**

**Present:** Cllrs M Bramer (Acting Clerk), Buchanan (Chairman), Ogden (Vice Chairman), D Bramer, McTavish, Madgwick [from item 4.2 only], Luxford and Wade

**Item 1: Apologies for absence**

**C.174** Cllrs Gofton and Rose had sent apologies.

**Item 2: Declarations of Interest**

**C.175** There were no declarations of interest.

**Item 3: Memorial Bench**

**C.176** **3.1 On the recommendation of the Environment and Amenities Committee to approve the location of a memorial bench on Meopham Green**

Following discussion, it was agreed that space is now unavailable on the main Meopham Green area. It was resolved that in the light of the residents request the Council has reconsidered the matter and can offer two locations on Meopham side greens as an alternative: as per the attached diagram (appendix one)

Proposer: Cllr. Buchanan Seconder: Cllr. D. Bramer. Carried unanimously.

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**CLOSED SESSION**

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that due to the confidential nature of the next item, the public and press will be asked to leave the meeting.

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**C.177** Proposal to exclude press and public

Proposer: Cllr. Ogden, seconder: Cllr. Wade  
Carried unanimously

**Item 4: Employment Matters**

**C.178** **4.1 On the recommendation of the Personnel Committee, to approve the following on a permanent basis:**

- Opening the office Monday to Thursday only
- Increase in hours for the second clerical assistant from 5 to 10 hours per week
- Increase in hours for the Clerk from 25 hours to 29 per week to allow 4 hours to work from home on a Friday

It was resolved to approve the Personnel Committee's recommendation.

Proposer: Cllr. McTavish, Seconder: Cllr. Ogden.

Approved with 5 votes in favour, none against and two abstentions

[Cllr Madgwick now joined the meeting]

C.179

**4.2 On the recommendation of the Personnel Committee, to approve that on occasions where the Council decides to close the office (e.g. Over Christmas and New Year) staff will continue to be paid and not required to take annual leave.**

It was resolved to approve the Personnel Committee's recommendation.

Proposer: Cllr. M Bramer, Seconder: Cllr. Ogden.

Approved with 5 votes in favour, one against and two abstentions

Meeting closed at 7.32 pm

APPENDIX ONE

