



**A Meeting of the Employment, Finance & Policies Committee was held  
on Monday 19<sup>th</sup> March 2018 at 7.30 pm,  
The Amesbury Room, Winscombe Community Centre.**

**Committee Members Present:** Mr. Archie Forbes (AF), Ms. Janet Corry (JC), Mr. Kevin Joyce (KJ),  
Mr. Mike Williamson (MW) (Committee Chairman).

**Members of Public Present:** None

**Clerk:** Mrs Lynne Rampton (LR)

- 1 **Apologies for absence** were received from Parish Councillors C Ballard, G Lloyd, G Lockett, V Slater, P Watkins and J Westlake,
- 2 **Declarations of Interest.** No interests were declared
- 3 **Public Participation.** There was none
- 4 **Minute Update from the previous minutes dated 15<sup>th</sup> January 2018.** There were no updates.
- 5 **To consider staffing matters:**
  - a. **To agree carry forward of unused holiday entitlement into 2018/19 holiday year.** Members unanimously agreed carry forward of 10hrs holiday for the WMRG and General Orderly into the 2018/19 holiday period.
  - b. **Salary pay awards 2018/19** – with the exception of the Clerk (whose pay award will be determined under contract by NALC and SLCC), all staff members should be awarded a cost of living increase of 2% with effect 1<sup>st</sup> April 2018. Proposed by JC, seconded by KJ, all members were in favour
  - c. **Staff Appraisals** – with a number of PC staff being Orderlies at or above national retirement age, and working less than five hours per week, it was considered that annual appraisals were unnecessary unless requested by the employee. It was proposed that annual staff appraisals for employees working less than 10 hours per week take place on a bi-annual basis, although a more frequent review could be requested by either the employer or employee.
6. **To consider a grant application for the Winscombe Community Association**  
A grant application had been received from the association for funding towards pre-planning application advice for a new community centre. £1,500 had been requested, this being half of the application fee payable to NSC. **It was proposed that a Parish Council grant of £1,500 is awarded to Winscombe Community Centre towards pre-planning application advice.** Proposed by AF, seconded by JC, all in favour.
7. **To continue a review of Parish Council Financial Regulations, Standing Orders and Associated Documents – to review Standing Orders.**  
Members considered the draft document prepared by the Clerk and circulated with meeting agenda papers. The Standing Orders had been tailored (where permissible) to suit this Parish Council from the model issued by the National Association for Local Councils (NALC). It was noted that Standing Orders that were in bold type contained statutory requirements and these had been taken from the model orders without amendment. **With amendment to the Standing Order draft as agreed at this meeting, the document should be presented to the Parish Council for adoption.** Proposed by AF, seconded by KJ, all members were in favour  
Thanks were offered to the Clerk for the considerable works in preparing the draft document for consideration
8. **To receive notification of updated ALCA and NALC briefing and Legal Topic Notes** – there were none
9. **Matters for Information – either points of information or subjects for discussion at next meeting.**
  - 🚫 Dog Waste – NSC posters advising that dog waste could be placed in any litter or dog waste bin could be attached to Parish litter bins to raise Parishioner awareness of this.

**Meeting Closed: 8.25 pm**

**Signed .....** **Employment, Finance & Policies Chairman** **Date .....**