



Clerk: Mrs. L Rampton  
Parish Council Office,  
Winscombe Community Centre,  
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## A Meeting of the Employment, Finance & Policies Committee was held on Monday 5<sup>th</sup> November 2018, 7.30pm Winscombe Community Centre, Amesbury Room

In attendance:

**Committee Members:** Mr C Ballard (CBa), Ms C Boase (CBo), Ms J Corry (JC), Mr A Forbes (AF), Mr K Joyce (KJ), Mr G Lloyd (GLI), Mr V Slater (VS), Mr J Westlake (JW) and Mr M Williamson, Committee Chairman (MW)

**Other Parish Councillors:** Mr C Lomas (CL)

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

**Members of the Public:** Three

**Committee Members absent:** Mr G Lockett and Dr P Watkins

Recommendations to the full council for approval are highlighted in red below.

Other Parish Councillors present that were not committee members added to the debate but took no part in any vote.

- 1 **To receive Apologies for Absence** – apologies were received from Parish Councillor P Watkins
- 2 **Declarations of interest by Councillors, & Clerk to consider dispensation requests from members to allow them to participate in a discussion or vote on an item in which he/she may have a disclosable pecuniary or non-pecuniary interest.** No interests were declared.
- 3 **Public Participation** – there was none
- 4 **Minute Update from the previous meeting held 6<sup>th</sup> August 2018.**  
*Min 6 – Youth Club.* Members were pleased that the Youth Club was not now to close with fourteen new members being recruited. The annual grant funding had now been paid across to the club.
- 5 **To review cover provided under the Local Council Policy Insurance Schedule**  
With it being noted that the building reinstatement costs for the new cemetery store had been increased following a recent valuation for insurance purposes, the insurance policy document was accepted for a further 12-month period. A number of questions were asked regarding ‘terms’ used in the policy schedule which if these could not be answered from the accompanying policy document, a meeting with the agent would be requested.
- 6 **To review budget summary reports to 30<sup>th</sup> September 2018 *Annex 1***  
Reports of the accounts to the end of September 2018 had been prepared and circulated in advance of the meeting. These were considered along with the bank reconciliation and bank statements. The Clerk answered questions in relation to the village orderly grant and gave a breakdown of ‘estimated income’. It was considered helpful if the annual precept figure could be shown as part of the estimated income and that monies transferred from earmarked reserves be set against the cemetery budget rather than showing an overspend by that Working Group.
  - a. **To consider a grant application request for £350 from Vision North Somerset.** The application had been made to support three volunteer led social groups for visually impaired people. The organisation was a registered charity with 46 of its members being resident in this parish.  
**It was proposed that the grant application request for £350 is approved by the Parish Council.**  
Proposed by AF, seconded by VS, all were in favour.  
*An enquiry should be made with Vision NS regarding transport links to those social groups for our parishioners and contact between Vision NS and the Churchill & Langford Mini-Bus Society suggested if no transport currently exists.*
- 7 **To receive a report from Parish Council Internal Auditor for the period April – September 2018 *Annex 2***  
No issues of concern had been raised at the recent audit inspection. One minor query regarding the date of

a direct debit payment had been resolved during the course of the audit. **With no areas of concern being noted, the Internal Audit report letter for the period April – September 2018 was accepted by the Committee.**

**8 Budget Planning 2019/20** – members were reminded that to comply with adopted Parish Council Standing Orders, all requests from committees, groups and members for inclusion in precept and budget calculations for 2019/2020 should be submitted to the Parish Office no later than 1<sup>st</sup> December 2018. The only exception to this was the Environment and Cemetery & Allotment Working Groups who had meetings scheduled in December. Whilst it was still anticipated that the public convenience refurbishment could be completed in the current financial year, should this not happen any funding currently allocated towards this should be carried forward into the next financial year. During considerable debate other suggestions included funding towards traffic calming schemes for both Winscombe and Sandford (possible speed bumps on Nye Road and safety measures for a section of Church Road that had a history of accidents) as well as factoring in loan repayments for the purchase of land for a Sandford Village Hall should some land become available. Any other possible projects should be notified to the Clerk as soon as possible for investigation.

**9 To offer suggestions for the format and content of the 2019 Annual Parish Assembly.** Following changes made to the format of the 2018 Annual meeting of the Parish, members considered this to have been a success with better attendance numbers than previous years. The timing of the Assembly in 2019 had factored in advertisement of the May 2019 Parish Council Elections and the hope of recruiting new members by giving the opportunity for those interested in becoming a Parish Councillor to meet with current members in a relaxed environment and find out more about the role.

In discussion it was agreed that refreshments would be provided at the end of the meeting (possibly in the form of cheese, wine and soft drinks). The Parish Council Chairman should again deliver a report on behalf of the council with written reports from each group and committee on their work in the past year being available at the meeting. Suggestions from Parish Councillors for local parish based groups to be invited to speak at the meeting should be submitted to the Parish Office.

*In order to allow members of the public to remain in the meeting as long as possible, with the consent of the committee the Chairman varied the order of the agenda so that employment based matters were considered at the end of the meeting. For the purposes of the minutes, these were recorded in the order in which they appeared on the agenda.*

**10 Employment Matters** *Members of the public and press were excluded from the meeting for this agenda item only to allow the committee to consider staff terms of engagement and other contractual matters. Proposed by GLI, seconded by JW. All members were in favour.*

**a. Following the resignation and departure of the Office Assistant, to decide upon the temporary or permanent engagement of additional office support.**

*Decision delegated to this committee by the Parish Council at the October 2018 meeting.*

A number of possible employment options and their financial implications to the council had been prepared by the Clerk and circulated to members in advance of the meeting. In recent years the council had experienced the benefits of both a Deputy Clerk, and on his sad passing in 2014 the employment of an Office Assistant. Both roles had worked well for the council, but in different ways.

With effect January 2019, a CiLCA qualified Clerk, formally employed by another local Parish Council was available to work on a part time trial basis, with some hours being available to assist during November and December. The council and committee considered the future needs for a rapidly expanding parish with ever changing Government legislation as well as the need for more engagement with the community through an enhanced website and social media.

**As a decision delegated to this committee by the Parish Council, on a trial basis only for a six month period with effect January 2019 Catherine McGrath should be appointed as temporary Deputy Clerk to the Council for a six month period working 10 hours per week at £12.24 per hour, with an overtime allowance (at normal rate) of up to 4 hours per week. The Finance Assistant contracted hours should increase to 21 hours per month, again for the same trial period at this time. The Clerk would continue to work 37 hours per week.**

**Proposed by CBo, seconded by KJ. All members were in favour**

In the interim period the Finance Assistant would continue to work an additional 15-20 hours per month to assist with administrative tasks and the temporary Deputy Clerk would offer some hours, to include training, courses and familiarisation work of the Parish Council and its Committees.

**b. To decide upon office cover in the absence of the Clerk, week commencing 12<sup>th</sup> November 2018.** It was agreed that between JW, VS & MW the office would open as usual on Monday and Thursday mornings, the Finance Assistant would be in the office on Tuesday and a message would be left on the telephone answer

machine directing those needing to speak to someone in the Clerks absence to the Chairman. The Clerk would check emails remotely and forward any needing urgent attention to the Chairman.

- c. **Attendance at the Society of Local Council Clerks Conference – 3 spaces booked for the event on 28<sup>th</sup> November to be held at the Webbington Hotel. To decide on attendees.** The Clerk and newly appointed Deputy would attend, leaving one free space for a Parish Councillor. Interest in attending should be notified to the Clerk as soon as possible.
- d. **To consider a policy for when staff members are called out to work at week-ends or anti-social hours outside their normal duties – should time and a half or double time be paid? Should any staff member be called out to deal with urgent parish matters on a Saturday, time and a half should be paid, and double time on a Sunday or Bank Holiday.** Proposed by VS, seconded by KJ. All members were in favour. Any staff member contracted to, or choosing to work over a week-end would receive normal pay rates.
- e. **To consider a staff policy for compassionate leave, or for medical appointments.** At the discretion of the Clerk and the Chairman, paid time away from work would be granted in all appropriate circumstances.
- f. **Salary underpay – Clerk pay increases for 2016-2018 not implemented.** To enable members to consider this item in private, the Clerk left the meeting. It had recently come to light that pay increases in 2016 and 2017 had not been implemented for the Clerk who was employed under a model national contract at SPC39. **It was proposed that the underpay in basic rates between the period May 2016 – July 2018 is paid as a one-off payment to the Clerk.** Proposed by MW, seconded by AF. All members were in favour  
*The Clerk returned to the meeting.*

- 11 **To review Parish Council Terms of Reference for council, committees and working groups including suggestions for a review of the War Memorial Recreation Ground Constitution**  
Considerable debate took place on the wording of the War Memorial Recreation Ground (WMRG) Committee Terms of Reference as this largely repeated the content of the constitution for that committee. At a recent meeting of the WMRG Committee it had been recommended to the Parish Council that a WMRG sub-committee was formed to look at possible changes to the constitution for adoption at the 2019 Committee AGM. Sub-committee members would include one representative from each sporting club using the ground and changing rooms as well as a Parish Councillor. Members considered the WMRG Committee to be a quirky advisory committee to the Parish Council, this being the only committee of the council to hold a constitution and an AGM. The Parish Council was the registered owner of the land and there was no charitable status for the land held. **It is recommended to the Parish Council that legal advice be sought regarding the current WMRG Constitution. With the normal business of the WMRG Committee and the Parish Council having merged over a period of time, it is suggested that the Parish Council no longer wishes to be bound by the terms of a constitution and that this should be merged into the Advisory Committee Terms of Reference**  
Proposed by AF, seconded by KJ. All committee members were in favour  
*Cllr Boase, having a legal background volunteered her services to draft a formal recommendation to the Parish Council*

**Aside from the WMRG Committee, other amendments as suggested by committees and working groups were discussed, further amendments incorporated and then agreed by those present at the meeting.**

- 12 **Matters for Information.**
- **Points for discussion at the next committee meeting** – these would include a review of the current 'grievance procedure' for staff members as well as changes to adopted Financial Regulations following the introduction of the Community Infrastructure Levy (CIL) Charge by NSC.
  - **Cleaning of the Sandford Millennium Stones (3)** – members considered that the re-gilding of letters to the stones should be made in gold coloured paint.

**Meeting Closed: 10.00 pm.**

**Date of next meeting: Monday 15<sup>th</sup> January 2018**

**Signed \_\_\_\_\_ (E,F&P Chairman)**

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