



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 14<sup>th</sup> August 2017,  
7.30pm at the Winscombe Community Centre, Amesbury Room**

**Committee Members Present:** Mr C Ballard (CBa), Mr A Forbes (AF), Mr K Joyce, Mr J Westlake (JW) & Mr M Williamson (MW)

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

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

- 1 **To elect a Committee Chairman & to receive the declaration of acceptance of office** – Cllr M Williamson was proposed as committee chairman by AF, seconded by KJ, and with the exception of MW who abstained from the vote, all members were in favour. The declaration of acceptance of office was duly signed and received by the Clerk.
- 2 **To receive Apologies for Absence** – apologies were received from Parish Councillors C Boase (CBo), G Lloyd (GLI), V Slater (VS) and P Watkins (PW)
- 3 **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.
- 4 **Public Participation** – there was none
- 5 **Minute Update from the previous meeting dated 10<sup>th</sup> April 2017.**
  - a **min 12 – to consider installation of hard wired panic attack buttons at a cost of £75 each and purchase of a folding step ladder at a cost of up to £40**

It was advised that the Trustees of the Winscombe Community Centre had no objection to the Parish Council adding hard-wired intruder alarm panic buttons in the parish office, for the personal safety of staff. They had also suggested the installation of a spyglass to the outside office door. **It was recommended to the Parish Council that two hard-wired audible panic button alarms are added to the current office alarm system at a cost of £75 each and that a spy hole is installed to the outer office door.** Proposed by JW, seconded by KJ, all members were in favour  
**It was recommended to the Parish Council that a set of safety stepladders be purchased at a cost of up to £40 for use in the Parish Office.**  
Proposed by AF, seconded by CBa, all members were in favour.  
It was suggested that an article be placed in a future edition of the Occasional newsletter reminding parishioners that audible alarms should be reported onto the appropriate authority for investigation. There were no other matters for update aside from those included as agenda items for discussion at this meeting.
- 6 **To review budget summary reports for 2017/18**

Reports of the accounts to the end June 2017 had been prepared and circulated in advance of the meeting along with a bank reconciliation and copy bank statements. The Clerk answered questions in relation to loan repayments and play area funding and it was noted that following a switch to on-line payments, the number of outstanding cheques at month end had decreased by a significant amount.
- 7 **To consider replacement of WMRG play area toddler swing seats and repair to swing basket**

Although categorised as either low or medium risk level, the annual play-ground inspection reports carried out on behalf of RoSPA had recommended replacement of the three swing seats. AF & KJ were to meet with the Play Inspector carrying out monthly Parish Council inspections to further examine the extent of low risk corrosion to two toddler swing seats before a decision is made to replace these at this time. Likely cost is £62 for each seat.

Damage to a swing basket seat was likely to cost a considerable amount more (to eliminate finger entrapment) and therefore two quotations had been sought to repair/replace the item. This item should be considered by the Council

- 8 To consider extension of grass cutting contract by a two year period at same contract cost**  
A three-year contract for grass cutting and grounds maintenance for the cemetery, recreation ground and Sandford play-area had been awarded in April 2015. The contractor, now in the final year of that contract had requested an extension to the same contract, at no increase in cost for a further two-year period. In discussion, members noted the competitive quotation submitted on award of the original contract along with the satisfaction of the council at the current level of service and quality of work provided.  
*It was recommended to the Parish Council that the grass cutting and grounds maintenance contract for the Recreation Ground, Ilex Lane Cemetery and Sandford Play Area be extended for a two-year period to March 2020 at no increased cost to the parish.*  
Proposed by CBa, seconded by AF, all members were in favour
- 9 To consider grant applications from:**
- a Vision North Somerset: request for £350, or a donation.** Vision North Somerset assists 50 isolated, visually impaired Winscombe and Sandford residents to participate more fully in the community to access information, services and activities. Outreach workers and volunteers identify where support is needed and provide a home service that offers friendship, read correspondence, organise outings, and more. *It is recommended to the Parish Council that a grant of £250 is awarded to Vision North Somerset*  
Proposed by AF, seconded by CBa, all members were in favour
- b Winscombe Luncheon Club: request for a £200 grant.** The luncheon club is an informal group that provides a regular lunch for pensioners living alone. The grant is sought to provide a free Christmas lunch for all members (costing around £340) *It is recommended to the Parish Council that a grant of £100 be awarded to the Winscombe Luncheon Club.* Proposed by KJ, seconded by CBa, all members were in favour  
*The Clerk was asked to check if the group was open to all pensioners in the parish*
- 10 To commence a formal tender process for ground works and installation of a Pirate Ship play piece at the Wincoving End Play Area and improvement works at Ilex Lane Cemetery**  
To comply with Parish Council Financial Regulations for contracts over £10,000, a formal tender process should now be entered into with this being advertised in local press. A closure date for both projects should be set at 18<sup>th</sup> September to enable quotations to be considered by the Parish Council September meeting.  
Proposed by AF, seconded by CBa, all members were in favour  
*It was noted that ground works for the Wincoving end play equipment installation were likely to exceed the planned budget costs and therefore the project may have to be scheduled into the 2018/19 budget period.*
- 11 To appoint an Internal Auditor for the three year period 2017/18 – 2019/2020**  
Two quotations had been received for internal audit services for the Parish Council. With the Parish Council being entirely satisfied with the current level of service, and the competitive quotation received, *it was recommended that LIGHTATOUCH Internal Audit Services is re-appointed as Parish Council internal auditor for the period 2017/18 to 2019/2020 at a cost of £600 pa.*  
Proposed by KJ, seconded by JW, all members were in favour
- 12 To agree and recommend adoption of a Parish Council Communication and Media Policy**  
With one addition to the document circulated in advance of the meeting, *it should be recommended to the Parish Council that the council adopt the communication and media policy.* Proposed by AF, seconded by KJ, all members were in favour
- 13 To consider the introduction of regular Parish Councillor Surgeries for parishioners**  
As Councillor's names and telephone numbers are already published in a number of places, members did not consider there to be a need for a fixed-point surgery. A parishioner should be directed to the most appropriate Parish Councillor to deal with their enquiry.
- 14 To appoint a working group of this committee to commence a full review of Parish Council Standing Orders and Financial Regulations**  
With the Clerk to draft a first schedule of changes to the currently adopted documents to incorporate legislative and procedural changes, these would then be circulated to a small group of members

for initial comment. MW, AF and KJ expressed an interest in being part of this group, with agreed documents then being submitted to this Committee for consideration.

- 15 **To receive notification of updated ALCA and NALC briefing and legal Topic notes**  
ALCA - Local Associations Information Services, Precept Data 2017-18 had been circulated to members on 30<sup>th</sup> May 2017

16 **Matters for Information**

- **External Audit Annual Return** – Grant Thornton UK LLP has completed their review of the annual return for the period ended 31<sup>st</sup> March 2017 with no matters giving cause for concern. The conclusion to audit will now be advertised in the required manner.
- **Strawberry Line Closure** – Despite the best efforts of Bristol Water to re-open the Shute Shelve tunnel in time for the school summer holidays, this remains closed until October due to environmental reasons.

**Meeting Closed: 8.45 pm.**

**Date of next meeting: Monday 6<sup>th</sup> November 2017**

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

Date \_\_\_\_\_