



## A Meeting of the Employment, Finance & Policies Committee was held on Monday 14<sup>th</sup> January 2019 at 7.30 pm, The Amesbury Room, Winscombe Community Centre.

### Those present at the meeting:

#### Committee Members:

Mr. Chris Ballard (CBa), Ms Cresten Boase (CBo), Mr. Archie Forbes (AF),  
Mr. Kevin Joyce (KJ), Mr. Gerald Lloyd (GL), Mr. V Slater, Mr. John Westlake (JW) and  
Mr. Mike Williamson (MW) (Committee Chairman)

Clerk: Mrs Lynne Rampton (LR)

Deputy Clerk: Ms Catherine McGrath (CMc)

#### Members of Public Present:

Three

**Committee Members Absent:** Ms J Corry, Mr G Lockett and Dr P Watkins

- 1 **Apologies for absence** were received from Parish Councillors Corry and Watkins
- 2 **Declarations of Interest.** *Dispensations are granted to Parish Councillors under section 33 of the Localism Act 2011 and the Parish Council delegated the power to grant dispensations (s 101 of the Local Government Act 1972) to the Clerk or appointed Deputy (see PC meeting 23.07.12 min 52 iv.)*  
MW declared a non-pecuniary interest in agenda item 7 as a social member of the Cricket Club.  
In response to the written request received, dispensation was granted to MW to both speak and vote on the item as the interest was not deemed significant enough to exclude the member from the debate or decision. A large number of parishioners were social members of the club through their membership of other sporting clubs using the grounds.
- 3 **Public Participation.** *The Chairman suspended the meeting to allow member of the public to address the committee. A representative of Winscombe Rugby Club addressed the committee in relation to agenda item 7 - a request from Winscombe Cricket Club to renew/extend the lease for land on which the clubhouse was located. Whilst acknowledged that the Cricket Club paid the lease on the changing rooms (to the Parish Council) on behalf of the three sporting clubs using that facility, concern was expressed that under the current clubhouse lease agreement with the Cricket Club, any profit from bar takings went to that sole club. It was suggested that this could be run on a formal multi-club basis, with a better split of proceeds assisting the financial position of the other sporting clubs?*  
*With no further members of the public wishing to speak, the Chairman re-convened the meeting*
- 4 **Minute Update from the previous minutes dated 5<sup>th</sup> November 2018.** There were no updates.
- 5 **2018/19 Budget Summary to 31<sup>st</sup> December 2018 *Annex 1***  
The committee examined the budget summaries for the period, along with copy bank statements and bank reconciliation to 31<sup>st</sup> December 2018. Current budget positions for committees as well as administration, salaries and grant allocations were noted. Questions were answered by LR that included allotment running costs and an un-presented payment that was reflected in the 'payment total' difference between the 'statement of accounts' and the 'bank reconciliation'.
- a. **To consider new small grant applications (3no.) received for the current financial year**  
Proposed to be paid in the current financial year:
  1. **Great Western Air Ambulance Charity** £250  
Proposed by KJ, seconded by GLI, all in favour
  2. **Winscombe Luncheon Club** £100  
Proposed by GLI, seconded by CBa. 5 in favour, 1 against, 2 abstentions  
*It was verbally advised by a member that future plans for the club included the addition of Sandford residents*
  3. **MS Therapy Centre** £250  
Proposed by AF, seconded by JW, all in favour
- b. **Automatic enrolment – 3<sup>rd</sup> anniversary of staging date: 1<sup>st</sup> June 2019**  
Every three years an employer must put certain staff back into a pension scheme – re-enrolment. It is an employers' legal duty to do so and the 'Pensions Regulator' requires a re-declaration of compliance. Re-compliance by this Parish Council is needed between 1<sup>st</sup> March 2019 and 31<sup>st</sup> August 2019.  
For legible staff, minimum employer contributions required are 3% of salary, with a staff contribution of 5%  
The Parish Council currently contributes the minimum required 3% of salary for eligible staff in the pension

scheme. It was recognised at the meeting that the PC contribution for the minimum contribution will increase due to staff pay awards over the past three years.

**c. To consider the immediate replacement of waste contractor for parish dog bins**

Members had previously been advised of the difficulties being encountered with a contractor emptying 10 parish dog waste bins on a weekly basis. The company had ceased to empty waste bins from mid-December 2018 and was not responding to email or telephone messages. As an emergency measure, the services of NSC had been engaged in week commencing 7<sup>th</sup> January to empty parish dog-poo bins and an alternative contractor sought to take over this service.

Current (previous) contractor charge per empty for each bin = £4.07

NSC charge for each bin empty = £6.00

Quotation received from new contractor per bin = £5.00

**It was proposed that with effect week commencing 21<sup>st</sup> January 2019, that Greenways Ground Maintenance be engaged to empty Parish Council owned dog bins on a weekly basis at a cost of £5 per bin per empty. Proposed by VS, seconded by GLI, all members were in favour**

The initial contract would be for a three-month period.

**6. To agree regular payments from bank account to be made by standing order and direct debit.**

To reduce time spent preparing regular cheques or on-line direct payments, it was proposed that the following payments continue to be made directly from the bank account.

**It was proposed that the following payments be made by direct debit or standing order for the 2019/20 financial year:**

**Regular payments already made by direct debit or standing order – reaffirmed for 2019/20**

DD	Public Works Loan	Frequency – half yearly
DD	BT telephone lines x 2	Frequency – quarterly
DD	Bristol Water WMRG	Frequency – twice yearly
DD	Bristol Water cem & allots	Frequency – twice yearly
DD	Bristol Water – public conveniences	Frequency – twice yearly
DD	EDF – electricity WMRG	Frequency – monthly
DD	SUEZ – waste collection at WMRG	Frequency - monthly
DD	E.ON – parish street lighting supply	Frequency – monthly
SO	SSE – parish street light maint	Frequency – quarterly
SO	All staff salaries and pension contribution	Frequency – monthly
DD	Information Commissioners Office - data protection	Frequency - annually
DD	NSC non domestic rates - Cemetery & Allotments	Frequency - monthly
DD	Grenke - photocopier lease rental	Frequency – quarterly
DD	Southern Electric - electricity supply @ Toilets	Frequency – monthly
DD	Southern Electric - electricity supply @ WMRG	Frequency – monthly
SO	T Nyamunda – grass hedge cut & open of Toilets	Frequency - monthly

**Proposed by AF, seconded: JW, all members were in favour**

**7. To consider a request from Winscombe Cricket Club to extend current ground lease for the clubhouse building – to provide security of tenure to allow them to invest into an improvement programme.**

With the current 15 year lease agreement due to end in 2024, the Cricket Club had approached the Parish Council seeking an extension or early renewal to the lease to allow them to invest in an improvement programme for the club-house building, both internally and externally. Whilst the Parish Council did not wish to become involved in discussion between sports clubs regarding financial arrangements, it was considered sensible to defer discussion on this item until after the sporting clubs had had the opportunity to speak on the matter. Should the existence of the current lease continue, a rent review would take place at the next meeting of this committee.

**It was proposed to defer this matter to a future meeting of the Parish Council to allow the Sports Clubs time to discuss the future of the Clubhouse facility.**

**Proposed by KJ, seconded by CBo, all members were in favour**

*LR was asked to convey this decision to the Cricket Club Chairman, also copying in Chairmen of the Football and Rugby Clubs.*

*With the consent of the committee, the Chairman varied the order of the agenda at this point to allow discussion on staffing matters to take place in advance of precept discussions. For the purposes of the minutes, items are recorded in the order they appeared on the agenda.*

**8. Budget Planning for the 2019/20 financial year & to agree a precept figure for recommendation to the full Parish Council *Annex 2***

**Projected expenditure January – March 2019.**

- a. Parish Council Notice Boards** – three Parish Council noticeboards deteriorating through age need refurbishment and Parish Orderlies had been asked to carry out these works in the first instance prior to

replacement of the notice-boards

- b. **Skate-park half-pipe.** The equipment, currently on order would be installed before the end of the current financial year. This would be funded through a s106 agreement from The Chestnut housing development.
- c. **New Parish Council web-site** – it was advised that works to the new pc website were nearing completion and a link to this would be shared with members for feedback before the site went live.
- d. **Monitor and keyboard** – as suggested at the Chairman's Committee meeting when office IT equipment was considered, investigation regarding the replacement of the screen should also take place at this time. Due to the age of the old PC and screen (2005), connections between this and new IT equipment were no longer compatible and could not be used. **It was proposed that a new 27" IPS monitor at £169 is purchased along with a keyboard at £22.99 (both figures incl vat) with immediate effect.**  
**Proposed by GLI, seconded by VS, all in favour**
- e. **Orderly Store @ The Rec** – due to a recent shed break at the grounds, immediate replacement of the rotten door frame and door should take place to secure parish council assets. An estimated cost of £300 was agreed.  
Proposed by CBo, seconded by CBa, all members were in favour
- f. **The Occasional Newsletter, election special** – it was agreed that a double edition of the next newsletter is produced highlighting the forthcoming Parish Council Elections in May 2019.
- g. **Parish Street Lighting** – the replacement of one street light on Nippors way and two on Winscombe Hill had been instructed with funding for this being deducted from Street Lighting Earmarked Reserves.
- h. **Fees and charges for the forthcoming year were considered:**  
**Cemetery fees** as recommended by the C&A Committee were agreed.  
**Allotment fees** were to increase to £16.00 per annum for a half plot with effect September 2019.  
**WMRG sports pitch rental charges and changing room maintenance contributions from sports clubs.** A steady increase has been applied over recent years and it was proposed that this trend continues for both contributions for use of the grounds and towards changing room maintenance.  
*Sports clubs contribution for the use of the grounds should increase from £550 to £600 per annum for each club using pitches. Sports clubs contribution towards changing room maintenance should increase from £550 to £600 per annum for each club using the facility.*  
**Proposed by VS, seconded by CBa, all in favour**  
There were no further areas of expenditure identified by members other than those detailed on the circulated list.  
  
**Draft budget proposals for 2019/20** circulated in advance of the meeting were fully discussed with careful examination of the figures making up the proposed Precept demand taking place.  
*The main points of note being:*
  - i. Due to approved planning permissions in the parish, the number of **estimated new homes** had increased by 72.9 properties for the forthcoming financial year.
  - j. The NSC **Council Tax Support Grant** had now been completely withdrawn for the 2019/20 financial year. A grant £1,795.11 had been paid in 2018/19.
  - k. **6 m high Space Net, WMRG.** Again to be largely funded through s106 monies, although a small amount had been included in the precept figures to allow this to be entirely installed on safety matting. Planning permission for the equipment had been submitted.
  - l. **Grants and donations.** A list of regular donations as well as grant applications received has been included within the budgets. Members supported payment of grants/donations to Winscombe Youth Club, NSC Strawberry Line (for maintenance works in this parish), Churchill & Langford Minibus Society, Millennium Green Trust (contribution for attendance at annual Fair), Royal British Legion (for the purchase of two poppy wreaths for armistice Sunday), Village Traders (contribution to annual Christmas Shopping Evening) and Winscombe Rugby Club (or other organisation to man road closure points for the Christmas Shopping Evening).
  - m. **Parish Council borrowing.** To allow much needed refurbishment of the Woodborough Road Public Conveniences c £25,000, the Parish Council should consider applying for permission to borrow funds from the PWLB. Repayments for a loan had been included in the budget proposals, with a term of 5 years to be considered. A full report would be submitted to council prior to a loan application being made. A

suggestion that a further loan could be taken to part-fund a Multi Use Games Area in Sandford was deferred until the next financial year to see if any drainage works would be included for the area that was intended for a junior football pitch on the Strongvox development. In its current form, members did not consider the pitch to be a community asset.

- n. **Improvements to Winscombe Footpath Network** – a request had been received for improvements by changing stiles to pedestrian gates on AX29/18, 19 & 26 from the Woodspring Ramblers. The PC Environment Group had included in their budget request for 2019/20 funding for such works and the request should be considered by that group at their next meeting.
- o. **Seating at Wincrowing End Play Area** – an amount had been included in budget calculations that would hopefully fund a more sheltered seating area on this exposed site.
- p. **War Memorial Recreation Ground Advisory Committee** – existing pitch barriers for the first team football pitch are in a poor condition with the football club requesting these are replaced with a UPVC type post and rail fence. The committee had included £4000 in their 2018/19 budgets and this amount should be carried forward into the 2019/20 financial year with grant funding being sought to finance the balance of those costs.
- q. **Community fund and miscellaneous expenditure.** The Parish Council has over the past three years included a section of the budget for community projects, or to help out when assistance such as NSC funding for school crossing patrols had been withdrawn. **The committee wished to continue with this funding and an application of £1,000 from Banwell Parish Council towards running costs for the Banwell, Winscombe and Sandford Children's Centre should be deducted from this heading.**
- r. **North Somerset Citizens Advice Outreach Service** – data had been provided to members showing use of the facility in Banwell and Winscombe for the period from April – December 2018. Use of this shared outreach service had been steadily growing over the past year and should continue into 2019/20.
- s. **Ear marking of Cemetery fees** – to allow resurfacing of the car park at the cemetery to take place, fees received should continue to be earmarked towards cemetery improvements.

**The Employment, Finance & Policies Committee recommend to the full Parish Council that the projected forecast figures (2018/19) and budget (2019/20) as detailed is approved. This would result in a Precept figure for the 2019/2020 financial year to be increased from £134,000 to £143,000 and would mean a Local Council Element of Headline Council Tax per D Band property increase from £68.28 to £70.25 which is equivalent to a 2.9% increase per 'D' band equivalent on the current financial year.**  
**Proposed: Cllr K Joyce                      Seconded: Cllr A Forbes                      All in favour**

**9. To consider staffing matters:**

a. **To agree to a staff member carry forward of annual leave entitlement into the 2019/2020 holiday year**  
Due to recent staffing shortages it had been difficult for the Finance Assistant to take her annual leave entitlement for the holiday year ending 31<sup>st</sup> March 2019.

**It was proposed that up to two weeks annual leave (pro-rata) for the Finance Assistant could be carried forward into the 2019/20 holiday year**

**Proposed by CBo, seconded by AF, all members were in favour**

b. **To agree any changes to salaries to take effect 1st April 2019**

The National Joint Council for Local Government Services (NJC) has agreed new pay scales for 2019-2020 to be implemented from 1<sup>st</sup> April 2019 that represent a 2% increase for the Clerk.

**It was proposed that the Clerks salary is increased in line with NJC salary award and that all staff members also receive a 2% increase in salary with effect April 2019.**

**Proposed by GLI, seconded by VS, all members were in favour**

**Matters for Information – either points of information or subjects for discussion at next meeting.**

- WMRG Constitution – the Parish Council on receipt of legal advice would further consider the future of this adopted document.

**Meeting Closed:                      9.45 pm**

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

**Date .....**