



A Meeting of the Employment, Finance & Policies Committee was held on Monday 10th August 2020 at 7.30 pm, via zoom

Those present at the meeting:

Committee Members: Mrs E Buckland (EB), Mr. A Forbes (AF), Mr. K Joyce (KJ), Mr. G Lloyd (GL), Mrs L Stephens (LS) (Chairman) and Mr J Taviner (JT)

Other Parish Councillors: Mr L Van Haaren

Clerk: Mrs L Rampton (LR)

Members of Public Present: None

Committee Members Absent: Ms C Boase (CBo), Mr M Boddy (MB), Mr T Nicholson (TN), Mr. V Slater, Dr P Watkins (PW).

Cllr Forbes, Parish Council Chairman advised of Cllr Paterson's recent resignation from the Parish Council.

- 1. To elect a Committee Chairman & to receive the declaration of acceptance of office** – Cllr L Stephens was proposed as committee chairman by AF, seconded by KJ, and with the exception of LS who abstained from the vote, all members were in favour. The declaration of acceptance of office was duly signed and shown to the meeting.
- 2. Apologies for absence** had been received from Cllrs Boase, Boddy, Kilpatrick & Slater
- 3. Declarations of interest.** No interests were declared.
- 4. Public Participation.** With no members of the public present, there was none.
- 5. Minute Update from the previous meeting dated 20th January 2020.**
Min 6b. Revaluation of the Woodborough Road Public Conveniences – instruction delayed due to covid-19 shut-down and restrictions.
Min 6c. PC Bank Accounts – with the Hampshire Trust Bank Savings Account having been withdrawn, along with a general reduction in interest rates, no changes to PC banking arrangements had been made.
- 6. To review 2020/2021 Budget Summary and Bank Reconciliation to 31st July 2020**
LS confirmed that she had carried out the Parish Councillor quarterly check of bank statement, reconciliation and sample invoices to 31st July 2020 as required by adopted Financial Regulations. The committee examined the budget summaries for the same period, along with copy bank statements and bank reconciliation. Areas of note included the receipt of a Covid Small Business Grant payment for increased costs at the public conveniences, although conflicting advice had been received regarding eligibility of Parish Councils to receive the grant (this could yet be reclaimed by NSC). Members were alerted to an unusually high water bill for the Woodborough Road public conveniences, thought due to a 'sticky push tap' now replaced in June 2020. Due to Covid-19 lock-down restrictions it was not known how long the tap had been malfunctioning for. Measures were now in place to take regular water meter readings.
- 7. To consider and re-adopt Parish Council Health and Safety Policy and Risk Assessments**
The risk assessments as circulated to members in advance of the meeting were discussed with all members invited to contribute and suggest areas for amendment. A small number of additions or changes were recommended that included regular water meter readings taking place at both the cemetery and public conveniences to enable any water leaks or problems to be detected between billing periods.
It was proposed that the risk assessment and Health and Safety Policy is re-adopted with amendment for a further 12-month period.
Proposed by EB, seconded by AF, all committee members were in favour
- 8. Introduction of 'The Public Sector Bodies (websites and mobile applications) (No 2) Accessibility Regulations 2018 and the requirement to meet accessibility standards by 23rd September 2020.**

Members to review content currently included on the PC website in advance of the meeting and to receive an update on current works.

Members were updated on recent works to the website to comply with the forthcoming accessibility requirement standards. This included works to ensure all new content met the standards as well as adhering to copyright regulations. In order to simplify the website, duplicated links and pages had been removed along with unnecessary 'click here's and the website had been tidied and made more compact whilst retaining all the same information. New pages had been added for finance as well as a cemetery searcher tool.

In discussion it was noted that a page containing previous editions of the Occasional Newsletter did not currently meet the required standards and it was suggested that works take place to update some of the older newsletter editions?

It was proposed that in the short-term, to ensure the PC website met accessibility standards as far as possible by 23rd September 2020, the page containing previous editions of The Occasional is temporarily removed from the website until this was compliant with the new standards.

Proposed by GL, seconded by AF, all committee members were in favour.

9. Woodborough Road phone box listed for removal – committee to consider advice from BT regarding the possible relocation of this

Suggestions regarding the possible relocation of the phone box had been made that included Winscombe Primary School as well as the Winscombe Community Centre. BT do not recommend re-siting the K6 kiosk as it would need specialist contractors involved, can be dangerous to lift from one location to another (it weighs 770kg and sits on a 2ft concrete base) and may need planning approval. The K6, made of cast iron was also prone to hairline fracturing upon removal. **Members considered the condition of the Woodborough Road phone kiosk to be poor and not worthy of likely high costs to re-site this.**

Proposed by AF, seconded by JT, 5 in favour, 1 against

10. Nominator notice - Asset of Community Value Nomination: Winscombe Community Orchard, Woodborough Road, Winscombe, BS25 1BA – listing as an asset of community value to expire on 12th August 2020. Committee to consider the re-registering of this.

Whilst the Orchard was considered a valuable community asset, little evidence of community use existed aside from one event known of a number of years ago along with use as a public footpath. It was acknowledged that a number of memorial seats and trees were in existence. In current Covid conditions it was considered unlikely that the Parish Council could produce the required evidence of local support and proven community use needed for NSC to assess the continued status as an Asset of Community Value.

It was proposed that the Community Orchard is re-registered with NSC as an Asset of Community Value.

Proposed by KJ, seconded by EB, 3 in favour, 3 against

The Chairman used her casting vote against the re-registering of the Community Orchard and therefore the motion failed.

11. LGA Code of conduct consultation 2020 and to receive the NALC response to this document. Committee to decide on a PC response to the consultation (open to 17th August) and/or to review the currently adopted Code of Conduct when conclusion of the consultation is received.

Members did not wish to comment on the consultation, considering it prudent to await the outcome of the NALC comment on this. The currently adopted Code of Conduct should then be reviewed and updated. The addition of a section on 'hospitality and gifts' was encouraged.

12. War Memorial Recreation Ground – committee to consider policy on request from personal trainers for use of the grounds for coaching purposes.

Although a few requests had recently been received from 'Personal Trainers' (PTs), members had previously observed a number of other PTs using the grounds on a frequent basis without approach to the Parish Council. It was considered that by constitution and WMRG Terms Of Reference, free and unhindered access to the grounds was permissible and business use would be difficult to manage without staff being in attendance during open hours, 7am – 11pm.

As the land and equipment was available for all parishioners to use, it was hoped that PTs would not domineer certain equipment such as the adult exercise apparatus and permanent signage could be considered in the future to advise of this?

It was proposed that at this time, Personal Trainers are permitted to use the Recreation Ground without cost so long as they carry their own insurance and other users of the grounds are given

due consideration in their use of open spaces and exercise/play equipment. Proposed by AF, seconded by JT, all in favour

13. Matters for Information

- *Parish Council Office* – Over the previous weekend, Winscombe Community Centre (WCC) Trustees had installed a large de-humidifier in the upstairs room to extract damp from this area. Permission was now sought for free and unattended access to the Parish Council Office so they could install similar equipment in rooms rented to the Parish Council. It was advised that working in the office whilst the equipment was running would not be possible because of the heat and noise produced by the machine.
Members considered the request should be refused. Security of office equipment and personal data could not be maintained if unsupervised access to a third party was permitted (breach of GDPR). Under current COVID-19 restrictions, multiple touching of surfaces was being limited where possible with only one staff member permitted to attend the office at this time. Visits from a third party were only being allowed where considered absolutely necessary.
As the Parish Council had already installed their own moisture extracting equipment in the office a number of weeks ago and results being recorded, use of the WCC dehumidifier was not considered necessary at this time and would interfere with PC water extraction records.

With no further business, the meeting concluded at 8.32 pm

Signed..... (Chairman)

Date.....

Winscombe and Sandford Parish Council acknowledge the general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, race, gender, gender reassignment, sexual orientation, marital status, religion & belief, pregnancy & maternity and disability) Crime and Disorder, Health & Safety and Human Rights.