

IVER PARISH COUNCIL

A meeting of the **POLICY FINANCE AND GENERAL PURPOSES COMMITTEE** was held on **WEDNESDAY 26th NOVEMBER 2008**, commencing at 8 pm at **Iver Village Hall (Coppins Room)**

MINUTES

Present:- Mr Wilson (chaired the meeting), Mrs Watkins, Mr Oxley, Mrs Mowat, Mr Gidar, Mrs Vigor-Hedderly, Mr Bradford, Mr Lidgate (arrived 8.25pm).

Absent: Mrs Lidgate

In Attendance:- Mrs Collins (Clerk)

Part I

62. **Apologies for absence were received from:** Mr Adlam and Mr Lidgate for being late.
63. **Disclosure of interest in items on the agenda.** Mrs Vigor-Hedderly declared an interest in item 73 - office cleaning contract only.
64. Resolved to sign the **Minutes** of the meeting held on 24th September 2008.
65. Resolved to receive the notes from the inquorate HR Sub Committee meeting held on 16th October along with the original agenda and reports. The items from that meeting were considered prior to any other business of the meeting.
66. **Resolved** to accept the recommendations of the 3 councillors who attended the HR meeting on 16th October for items 4 – 7 of that meeting, as follows: **Cover Pay for Admin Staff** –the Clerk may pay Angela and Amanda when there is a need for them to cover for each other during holiday or sickness (budget delegated to be used at the Clerk’s discretion up to a maximum of 11 days pay). **Cover Pay for a Relief Maintenance Person** –the Clerk may pay a relief maintenance person in the event that one of the permanent team is off sick or on holiday and there is work that requires 2 people (budget delegated to be used at the Clerk’s discretion up to a maximum of 10 days pay).

Mr Lidgate entered the meeting at this point - 8.25 pm

Policy in the event of long term or frequent sickness by a member of staff – recommended that the policy (appended) be adopted along with the explanation and relevant letters and forms. Clerk was asked to source a stress line for staff to use as necessary (perhaps through the Council’s insurers) and also to source companies that can be approved to be used for medical opinion when necessary. **Training** – noted the training programme for all staff (appended) and recommended approval of the Statement of Intent (appended)

Part II Exclusion of Press & Public

67. **Resolved** that under Public Bodies (Admission to Meetings) Act 1960 the Public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information that is not in the public interest.
68. **Salary Reviews for all staff** – reports were noted. Reviews of salary should be undertaken after an appraisal at the anniversary of each year of service. Appraisals to be undertaken by the Clerk. Resolved that a figure be included in the budget for 2009/2010 so that there is the resource to give each member of staff an increment as they finish their first year of service if appropriate. Recommended that the Clerk (in liaison with the chairman) be delegated to implement the increment based upon an appraisal that is satisfactory or above. Reviewed Chris Sprules performance as he has been in post for one year and resolved a pay increase of £600 per annum (over any cost of living increase announced nationally) to be paid from the 1st October 2008. Also noted that Angela Fisher’s probationary period has been extended.
69. **Benchmarking of the Council and Clerk/RFO post and Salary Review of the Clerk.** Resolved that the Benchmark for the Clerk/RFO Post is within the boundary of LC3 scale points 43 – 51. The Clerk’s salary was increased to scp 44 (plus the additional increment for holding the CiLCA qualification). To be paid from 1st January 2009. NB The clerk has still not got either of her two appraisals on file with the chairman’s comments.

Part I – press and public were re-admitted to the meeting.

70. **Clerk’s Report.** There was none.

71. FINANCE

(a) **Internal Audit** – Resolved to receive the report from the half yearly internal audit. Resolved that the only new action to be taken was to bring to the attention of users of the Council's facilities the need for a risk assessment for their events/activities.

(b) **Budget Monitoring** – reviewed the budget for 08/09 to 31st October 2008 (appended) and resolved to accept the figures noting that the out turn should be as projected.

(c) **Resolved** not to allow Dorney Parish Council use of the Iver highways vehicle, tools, admin time and perhaps highways worker in return for a sum of money (up to £6,500 p.a. had been offered for one day per week). NB the clerk advised that it would be advantageous to Iver Parish Council to receive money for shared use of the van and tools and training courses and admin etc if the same employee ended up working for both councils.

(d) **New Pavilion at Iver Recreation Ground** – a verbal report was given by Mr Clark and the Committee resolved that it will commit in principle to funding up to half the cost (by loan) of a £500,000 building in the recreation ground at Iver which will mainly comprise changing rooms, showers with a hall and kitchen (similar to the Iver Heath pavilion) so long as the contract between the Council and the Football Foundation is not too restrictive on its future use. Proposed by Mrs Watkins and seconded by Mrs Mowat and all in favour. Clerk to find out what the borrowing costs would be for £250,000 from the Public Works Loans Board and report to full Council for approval to apply for borrowing approval in January.

(e) **Budget 2009/2010** – the committee reviewed the budget requests of Highways and Amenities Committees and the draft budget for Policy Committee. Resolved to approve the budget subject to making allowance for loan repayments and the increase in Clerk's salary.

(f) **Precept** – resolved to recommend the amount to be precepted in 2009/2010 as £352,000 (a rise of approximately 4.7%). Proposed by Mr Oxley and seconded by Mrs Mowat.

(g) **Municipal Mutual Scheme of Arrangement.** Latest Scheme Statement for information. Noted.

72. SECTION 137 – resolved the following under S137 of the Local Government Act 1972

a) NSPCC – request for donation. No grant approved.

b) WRVS – request for donation. Resolved to grant £100

c) Age Concern – request for donation. Resolved to grant £100

d) Berks/Oxon/Bucks Air Ambulance – request for donation. Resolved to grant £100

TRAINING and ADMINISTRATION

73. **Office move** – Resolved to approve contractors for internal window grilles (Griffin), hygiene services (Canon), fire extinguishers (JD). It was resolved that the clerk be delegated the power to deal with any other issues arising as a result of moving (so long as she keeps the chairman informed). The provisional moving date was given as the 15th January and the clerk reported that Edge Designs and BT are working together to install a computer, telephone and broadband service within the budget of £10,500 approved at the last meeting of the Council.

74. **Scanning of documents** – Resolved to approve the scanning of old minute books and accounts books so that they can be archived at the County Museum by EDM (who are the District Council contractors and were also the cheapest of the 3 quotes obtained by the Clerk).

75. **Training Course for Councillors/staff** – Wendover £30 per delegate per session. Approved Angela Fisher to attend even though the budget is overspent as it was noted that some of the overspend is on highways training where the money will be reimbursed by the County Council.

76. **Buckinghamshire Pension Fund Newsletter for Employers No 22 and 23** – noted and resolved that the Council would not be bothered whether there was an AGM for employers or not.

POLICY

77. **Youth Work** – Sally Tugwell – report was noted. Also noted that the Clerk has been asked to give presentations at a NALC workshop day in Coventry on 11th February and will be taking Sally and Kate to assist.

78. **Indemnifying Members from legal costs arising from defending an allegation in respect of breaching the Code of Conduct.** Parish Councils now have the power to indemnify members as mentioned. Noted that the insurance company would not provide this information until nearer the renewal time.

79. **Freedom of Information Policy** – Resolved to agree charges as follows: Photocopying at 10p per side of A4. Stamps at actual cost of second class stamps. Resolved to approve the publication document as appended.

PROJECTS

80. Christmas Lights – (a) noted that a fire risk assessment is needed this year (to be held by the person in charge on the day in case the fire officer arrives and asks to see it) in addition to the other paperwork required by the District Council. Noted that there is a problem with the lights at the back of the tree outside the Village Hall, which the Clerk cannot get addressed by Blachere Illuminations as it is wind damage and not failure under warranty. Resolved to approve a payment to BLE to fix some of the previous lights in to plug the gaps. Also noted and approved costs for some spare parts such as joining plugs etc for the new strings of lights. (b) Noted that all councillors need to let the working party know whether they will be available on the day as stewards or not.

Next meeting 11th February 2009

Meeting Closed at 10.53 pm

Signed (Chairman)

Date