

BLEADON PARISH COUNCIL

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Marian Barber, Clerk to the Parish Council
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Minutes of the meeting of Bleadon Parish Council Finance and Personnel Committee held in the Coronation Hall Bleadon on Thursday 28th June 2018 commencing at 8.30pm.

Present: Cllrs Baines, Hartree, and Sheppard
Clerk: Marian Barber. Two members of the public.

- F&P 53.1 To appoint a Chairman of the Finance and Personnel Committee**
Cllr Hartree was **appointed** Chairman proposed by Cllr Baines and seconded by Cllr Sheppard.
- F&P 53.2 To receive any apologies for non-attendance**
Cllr Selway (family emergency).
- F&P 53.3 To receive any declarations of interest**
None.
- F&P 53.4 Public Participation – limited to 15 minutes in total.**
A member of the public stated that 'minutes of the last meeting' was not on the agenda.
- F&P 53.5 To Consider the Terms of Reference for the F&P Committee**
2.1 was changed to read 'To meet quarterly....' (not bi-monthly) and then the Terms of Reference was **recommended for approval.**
- F&P 53.6 To Consider the Village Ranger duties.**
Securing a contractor rather than appointing an employee was seen to be the better option. The following were **recommended for approval:**
- a) retain the interim services of contractor Mark Howe until the September council meeting; and
 - b) seek quotes for a contract of eight hours per week (contractor to have certification for chemical use and relevant equipment use).
- It was noted that NSC are reducing their street services such as clearing weeds from gutters and pavements. Parishioners may like to clear along their boundary with the pavement where possible.
- F&P 53.7 To Consider amendments to the Financial Regulations to set authorisation limits**
Clerk is currently authorised to spend to a maximum of £500 within budgets. The amendment to Financial Regulations 10 – Orders for Work, Goods And Services is **recommended for approval:**
"10.3. For purchases over £500 at least three written quotations shall be sought from different suppliers. This requirement may be overruled when highly-specialised advice is required and is agreed by Council resolution. Orders will only be placed following Council resolution".
- F&P 53.8 To Consider the purchase of a new laptop and printer**
Clerk to purchase new printer. Cllr Baines to review currently installed programmes to see if laptop processing speed can be increased. Clerk to research options for new laptop.
- F&P 53.9 To Consider installing a separate tap in the public toilets for Bleadon Floral**
Clerk to instruct plumber to install.
- F&P 53.10 To Consider approving Payroll payments for the year**
The employment contract states that salaries are paid on 28th of the month. Internet banking with the proper authorisation protocol is now in place. As the payroll is now prepared by an outsourced company the following were **recommended for approval:**
- a) **Approve** all salary payments to the end of March 2019, to be **noted** at each council meeting;

- and
- b) **Approve** payment of all associated NI/PAYE and Pension contributions, to be noted at each council meeting.

Note that Expenses will continue to be authorised separately at a meeting and paid subsequently online.

- F&P 53.11 To Consider the Commercial Waste contract for the Hall, Youth Club, car park and play area.**
From April 2019 North Somerset Council will no longer collect under the domestic waste contract. Full details to be provided by NSC in September/October 2018. Clerk to seek clarification regarding NSC emptying the litter bin by the public toilets.
It was agreed to **recommend for approval**:
- a) Parish Council to liaise with NSC regarding the imposition of commercial waste collection; and
 - b) When details provided by NSC, Parish Council to liaise with NSC, the Hall Management Committee and the Youth Club regarding need and cost.
- F&P 53.12 To Consider if the Parish Council should be given priority for booking meetings in the Halls**
Bleadon Parish Council is legally required to hold its meetings in public. This F&P meeting was held at 8.30pm because the Jubilee Room and Youth Club were booked all evening and the Coronation Hall until 8.15pm. However, on arrival at 8.13pm the Coronation Hall was empty. It was alleged that this had happened on other occasions to other groups. It was acknowledged that bookings constitute a legal contract and therefore cancelling them is inadvisable.
It was agreed to **recommend for approval** considering this matter within the discussion regarding the amendments to the Youth Club lease.
- F&P 53.13 To agree the date of the next Finance and Personnel Committee Meeting**
The next meeting will be on Monday 19th November 2018.
- F&P 53.14 The Council is recommended to RESOLVE that members of the press and public be excluded from the meeting during consideration of the following agenda items** by reason of the confidential nature of the items of business to be transacted, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960
Resolved. The public left at 9.23pm
- F&P 53.15 To Consider the Youth Club lease proposals.**
It was agreed that updating and simplifying the lease agreement was sensible but that it needed to be done by a qualified person. It was agreed to **recommended for approval**:
- a) That the Council does not agree to a lease drawn up by anyone other than a solicitor.
 - b) That the Clerk, Chairman and Cllr Hartree meet with the Youth Club Trustees to draw up Heads of Terms to inform the preparation of a new lease; and
 - c) That the appointment of a solicitor is agreed at the September Parish Council meeting.
- F&P 53.16 To Conduct the Clerk's probationary review**
It was agreed that the Clerk's performance to date had been entirely satisfactory. It was agreed to **recommend for approval** that her permanent appointment be confirmed from 1st August 2018.

The meeting closed at 9.48pm.