

BLEADON PARISH COUNCIL

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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, which commenced at 8.50pm on Monday 1st August 2016 when the following business was transacted.

Present: Councillors Claire Gutsell (Chair), ID Clarke, Peter Gibbon, Mary Sheppard and the clerk Tony Jay.

Three members of the public were present.

F&P 46.1 To receive any apologies for non attendance

No apologies were received.

F&P 46.2 To receive any declarations of interest

No declarations were received.

F&P 46.3 To receive and approve the Minutes of the Finance and Personnel Committee Meeting held on Monday 22nd April 2016

It was resolved to approve the minutes, with an amendment to state that the meeting was held on a Friday not a Monday. (2 in favour, 2 abstentions).

The minutes were signed by the Chair as being a correct record of the meeting.

F&P 46.4 Exchange of information

The Churchyard walls were discussed. It was suggested that the Parish Council need to manage the situation very carefully. This issue cannot be resolved at present, so the Parish Council will need to work out a programme of maintenance, and consult with the diocese regarding the options available. Consultation with the PCC will be needed.

F&P 46.5 To consider whether the Parish Council continues with its contract with Microshade to provide IT services

The Clerk explained that the Parish Council is contracted with Microshade until 9th January 2017, and will have to pay for their services until then.

It was resolved to discontinue the contract on 9th January 2017, and to stop using the service as soon as possible. (Unanimous).

F&P 46.6 To consider whether the Parish Council terminates its contract with RBS who provide an accounting package, and commences a contract with Scribe 2000 to provide this service instead.

It was resolved to discontinue the contract with RBS as soon as practicable, and to commence a contract with Scribe 2000. (Unanimous).

An anti-virus package will be needed. The Chair suggested that we should have a McAfee anti-virus package as part of our monthly contract with BT.

The Clerk was asked to buy an external hard drive to provide regular backups.

F&P 46.7 To consider any items in the risk assessment which affect the Finance and Personnel Committee.

A separate meeting will be needed to fully discuss the new risk assessment register. The banking arrangements were discussed and the need to ensure that no more than £75,000 is held with any single bank. This will involve opening another bank account, or moving some of the money held with Unity Bank to the other account held with the Nationwide.

F&P 46.8 To approve invoices for payment.

It was resolved to pay the invoices (Unanimous).

F&P 46.9 To approve the change of date for the monthly Parish Council meeting to the second Monday of each month.

It was resolved to change the date back to the second Monday, as the Clerk will now be available on that date (Unanimous)

The Clerk will inform Cllr Steve Hartree of the change, along with the website provider.

F&P 46.10 To resolve that the Committee enters a closed session, with members of the press and public being excluded. This exclusion would not apply to Parish Councillors who are not members of this Committee and in respect of item F&P 46.11 this exclusion would not apply to the Village Ranger.

It was resolved to exclude the press and public (Unanimous)

F&P 46.11 To consider the terms and conditions of the Village Ranger's contract of employment.

The Village Ranger Ian Findlay was present, and the details of his contracts as Village Ranger and Public Convenience Cleaner were discussed at length.

It was resolved that Ian Findlay's salary be increased from point 13 to point 14, commencing immediately (Unanimous)

It was resolved to acknowledge that Ian Findlay's salary should have increased from point 13 to point 14 in May 2015, and that he therefore should be paid back pay for the underpayment since May 2015 (Unanimous)

This will be paid in instalments at a level to ensure that national insurance is not paid.

The Clerk will write a job description for both roles of Village Ranger and Public Convenience Cleaner, and when completed will offer these to the Councillors on the F&P committee and to Ian Findlay for approval.

The Clerk will keep a record of all annual leave and sickness taken by Ian Findlay.

F&P 46.12 To consider the terms and conditions of the Parish Clerk's contract of employment, and his recording of hours worked.

Cllr Mary Sheppard left the meeting.

The Clerk's contract of employment was discussed, and minor amendments suggested.

It was resolved that the Clerk's contract will state salary point 28, plus an additional point for his CiLCA qualification, making a starting point of 29 (Unanimous)

It was resolved that the Clerk will keep a record of annual leave and sickness taken, but not of hours worked on a daily or weekly basis (Unanimous)

F&P 46.13 The date of the next meeting – To be agreed later.

The meeting closed at 10.25pm

