

# BLEADON PARISH COUNCIL

[www.bleadonparishcouncil.co.uk](http://www.bleadonparishcouncil.co.uk)



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Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter. However, Bleadon Parish Council usually permits this at the part of the agenda given over specifically for that purpose and **prefers** that prior notice has been given to the Parish Clerk by 12 noon on the working day preceding the meeting. The Chairman has discretion to allow Members of the Public to speak without prior notification, if felt appropriate. **Members of the public may speak for a maximum of three minutes each to allow time for each matter to be highlighted to councillors.**

20 June 2018

To: Councillors Baines, Sheppard, Hartree, and Selway.

You are summoned to the next meeting of **Bleadon Parish Council Finance & Personnel Committee** to be held at the **Coronation Hall Bleadon** on **Thursday 28<sup>th</sup> June 2018** commencing at **8.30pm** when the following business will be transacted.

*Marian Barber*

## AGENDA

- F&P 53.1 To appoint a Chairman of the Finance and Personnel Committee**
- F&P 53.2 To receive any apologies for non-attendance**
- F&P 53.3 To receive any declarations of interest**
- F&P 53.4 Public Participation – limited to 15 minutes in total.**
- F&P 53.5 To Consider the Terms of Reference for the F&P Committee**  
A draft Terms of Reference is attached.
- F&P 53.6 To Consider the Village Ranger duties.**  
**Either** employ (JD & PS; tasks; hours; pay) **or** contract a company / self-employed person.
- F&P 53.7 To Consider amendments to the Financial Regulations to set authorisation limits**  
Standing Orders and Financial Regulations provide procedures for high-value transactions but there are no specified regulations for single purchase amounts of lower value. Suggest Clerk authorised to spend to a maximum of £500 within budgets.
- F&P 53.8 To Consider the purchase of a new laptop and printer**  
The laptop was new in 2011, runs slowly and needs a new battery. The printer does not print 'draft' and the Clerk has spends about £40 per month on ink. It has a 'tri-colour' cartridge which must be replaced when only one colour has run out. Recommend researching options.
- F&P 53.9 To Consider installing a separate tap in the public toilets for Bleadon Floral**  
Quote for installing a tap that has a removable key (2 keys included, more can be provided) has been received. The old section of pipe work needs to be removed and renewed to incorporate the new tap. Total cost including materials labour and vat is £115.00.
- F&P 53.10 To Consider approving Payroll payments for the year**  
Now the payroll is outsourced, agree that salaries, NI, PAYE and pension payments are processed monthly and NOTED at each council meeting rather than being AUTHORISED in order that they can be

paid on 28<sup>th</sup> of the month (as stated within employment contracts). They still need to be validated via the online banking system. Expenses will be authorised 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. Recommendation is for Hall Management Committee, Youth Club and Parish Council to secure a single contract under one name. Full details to be provided by NSC in September/October 2018.
- 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. The monthly meeting is scheduled and booked but on a few occasions during the year additional meetings are necessary. It is recommended that the Hall Management Committee be asked to cancel other users' bookings when a public Parish Council meeting is required at short notice.
- F&P 53.13 To agree the date of the next Finance and Personnel Committee Meeting**
- 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**
- F&P 53.15 To Consider the Youth Club lease proposals**  
The Trustees have confirmed that they wish to renew the lease in November but would like to update some elements of the wording.
- F&P 53.16 To Conduct the Clerk's probationary review**  
The Clerk started on 1 February on six months' probation and has had two informal meetings with the Chairman (in March and May), both satisfactory. The formal probationary review is required by the end of July in order to confirm (or not) the appointment.