

Birstall Parish Council

Minutes of the Management and Policy Committee
Held in the Council Offices, Birstall Road, Birstall on 2 March 2015

Present: Councillors A Marshall (Chair), T Abbey, M Allen, D Marshall and E Marshall.

In attendance: Mrs S Coulson (Clerk to the Council); no members of the public.

805 Apologies for Absence: Cllr T Fowler (Work commitments).

806 Disclosure of Pecuniary and/or Personal Interests / Requests for Dispensations: None.

807 Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on 29 January 2015 be signed as a correct record.

808 Public Participation: No members of the public present.

809 Standing items:

(a) to review the Council's complaints register:

The Clerk advised the committee that no complaints had been received this month.

(b) to note Councillors review of bank reconciliations:

The reconciliation review for January 2015 was to be completed by Cllr T Abbey in the Council offices and for him to arrange a date and time with the Deputy Clerk.

(c) to receive the Clerk's Timesheet:

The Clerks timesheets for January 2015 was circulated, approved and duly signed by the Chair.

(d) To receive and authorise the Clerks holiday / Flexi time request.

The Clerks Flexi time request was authorised and the sheet signed by the Chair.

810 To consider the date and time of the Annual Parish Meeting:

The Clerk informed the Committee that the meeting was on the calendar for 11 May 2015, unfortunately, due to the Elections this would have to be at a later date. The Clerk explained that because the Elections were on Thursday 7 May 2015 she did not have the statutory three clear working days to summon the Council to a meeting.

A discussion was held.

RESOLVED: to move the date of the Annual Parish Meeting and the Annual Parish Council Meeting to 18 May 2015.

811 Pension Update:

The Clerk reported that she had attended a very useful briefing event at LRALC and had put together a presentation highlighting some of the points raised that the Council would have to consider nearer the auto enrolment date of November 2016.

812 To further review the Press and Media Protocol:

The Clerk reported that she had forwarded the draft Press and Media protocol to Cllr R Rollings.

A discussion was held.

RESOLVED: to recommend the document to Council for review and top receive comments.

813 To consider excluding the press and public under the Public Bodies (Admission to Meetings) Act 1960 for the following items due to the confidential nature of the business to be transacted:

No members of the public were present.

814 Staff Matters:

a) Gala Staff pay:

The Clerk reported that she was not asking for any increases to the pay rates from previous years for staff or the stage manager position.

A discussion was held.

RESOLVED: to authorise the usual rates for staff and the stage manager for Gala 2015.

b) Senior Youth Worker:

The Clerk informed the Committee that the Senior Youth Worker had submitted her written notice to terminate her employment with the Parish Council on Wednesday, 25 February 2015, and that the Clerk had accepted the notice of termination.

c) Estates Trainee Worker update:

The Clerk reported that the Trainee was working well with the Estates Team and was enjoying his job. She also reported that she was awaiting dates for his Trainers to come out to carry out his work based assessments.

815 Date of Next Meeting: Thursday, 2 April 2015 at 9:30am.

The meeting closed at 10:30am.

_____ Chairman

_____ Date