

Birstall Parish Council

Minutes of the Management and Policy Committee
Held in the Council Offices, Birstall Road, Birstall on 14 April 2014

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

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

701 Apologies for Absence: Councillor T Fowler (Work Commitments).

702 Declarations of Interest: None.

703 Minutes of the previous meeting

RESOLVED: that the minutes of the meeting held on 10 March 2014 be signed as a correct record.

704 Public Participation: None.

705 Standing items:

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

The Clerk advised the committee of the complaints received, mostly matters referred to other agencies and none specifically about the Council.

RESOLVED: that the information be noted.

(b) to note Councillor review's of bank reconciliations:

It was agreed that both reconciliations reviews for February and March 2014 would be completed in the office by Cllr M Allen.

(c) to receive the Clerk's Timesheet:

The Clerks timesheet for March 2014 was approved and signed by the Chair.

(d) to authorise the Clerk's Holiday/Flexi sheet:

The Clerks Holiday/Flexi sheet was approved and signed by the Chair.

706 To consider recommending the NALC/SLCC Financial Regulations:

The document was discussed, Cllr A Marshall raised some points for clarification.

RESOLVED: to recommend the document to full Council for adoption at the June Council Meeting

707 To consider an additional set of Internal Controls for Financial Risk Management:

This statement of Internal Control and Annual Review of Effectiveness of Internal Control has been suggested by the Internal Auditor, Mr. Richard Wilcox. The Clerk had adapted a model for the Parish Council, which both compliments and reinforces the financial regulations above and also the risk management document that was accepted at the previous Management & Policy Committee meeting. The document was discussed and just one amendment was to be made.

RESOLVED: that the document be adopted, with the amendment and is duly signed by the Chair.

708 Membership Renewals:

(a) Out of School Alliance:

The Clerk reported that this membership to The National Organisation for Providers of Out of School Care

kept us fully up to date with any changes to policies and legislation around working with young/vulnerable people.

RESOLVED: To renew the annual membership of £30.00

(b) Leicestershire & Rutland Rural Community Council:

The Clerk reported that this membership gave the Council a fortnightly newsletter which contained information that could relate to communities, but also was a good source of providing information on government grants and funding opportunities.

RESOLVED: to renew the annual membership of £45.00

(c) SLCC – Society of Local Council Clerks:

A discussion was held and the Clerk reported that membership to SLCC was a requirement when she was training for the CiLCA qualification, but could not justify the continuation of membership for the Clerk. It was suggested that membership could be taken out for the Deputy Clerk if and when she decided that she wanted to progress and work towards gaining the CiLCA qualification.

RESOLVED: to not renew for the Clerk and to defer to a relevant meeting should the Deputy Clerk require the membership for attaining the CiLCA qualification.

709 To receive notification of unauthorised usage of the village hall:

The Clerk reported an issue that had occurred with a member of St James Church handing over the keys to the Catholic Churches Youth Group to enable them to use the village hall on Sunday evening 16 March 2014, which resulted in the our CCTV operators alerting the Clerk at 7:40pm on Sunday evening about a group of people in the Yard at the rear of the Village Hall. The Clerk was not aware of any official bookings in the hall for that weekend and agreed to be called out to investigate rather than the CCTV operators alerting the Police. When she arrived at 8:00pm the hall was empty. After some investigation, the Clerk informed the member of St James Church who had given the keys out that it was not acceptable and that she would have to report this issue to a Committee meeting. She asked him not to give the keys out until this matter had been addressed. This was not adhered to or was mis-understood, and the keys were again given out to the Catholic Churches Youth Group for them to use the village hall on Sunday 6 April 2014.

The Clerk had concerns with the building not being locked properly after such use and sought advice from the Council's insurers, using this scenario, their response is: "The Aviva policy includes a Condition stipulating that the security devices provided to protect the insured premises must be put into full operation whenever the buildings are closed for business or left unattended. The scenario you have described would breach this Condition so there needs to be a robust system in place to avoid the risk of this happening". The system of our Caretaker unlocking and locking satisfied them as a robust system.

A discussion was held about St James Church having first rights to use the village hall on Sundays, and the Committee agreed that this matter should be referred to full Council, and recommended that the information should be sent to the Solicitors for clarification.

RESOLVED: to invite Mr Vince Jupp and Mr B Tegg from St James's Church to a meeting with Cllr A Marshall and the Clerk to advise them of the information received from the Council's insurer's and to advise them of the Council's intention to change the locks and ask them to use our booking system to comply with our Insurance policy.

RESOLVED: to send the Lease & Conveyance documents to the Solicitors for their advice.

710 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

Not applicable as no members of the public were present.

711 Staff Matters:

(a) Monthly Pay: Cllr A Marshall reported that monthly pay had been accepted and would commence from

25 April 2014.

(b) Clerks PDR: the Performance Plan for 2014/15 and Learning & Development Plan pages were distributed and members were asked to feedback on this document at the next meeting and if there were no concerns the document would be duly signed by the Chair and one other Councillor.

RESOLVED: for the Clerk to add this item to the next agenda.

(c) To receive a progress update – Long Term Sickness Absence: Cllr A Marshall delivered an update from the Clerk.

RESOLVED: to allow the Clerk to follow the instructions and guidance from Ellis Whittam Ltd on this matter, and to keep the Committee informed.

712 Date of Next Meeting: 12 May 2014 at 6:00pm.

The meeting closed at 6.55 pm.

_____ Chairman

_____ Date