

**MINUTES of the Deviock Parish Council FINANCE & GENERAL PURPOSES COMMITTEE MEETING at the DOWNDERRY METHODIST CHURCH SCHOOLROOM on THURSDAY 26th JUNE 2008
*(immediately following the Planning Committee Meeting)***

PRESENT: Parish Cllrs. D L G Elliott (Chairman) R.J. Daniel (vice-Chairman), G.K. Berncastle, & Mrs. G.E. Hartland.

1. APOLOGIES: Cllr. S. J. Parry

2. ELECTION OF CHAIRMAN

Cllr. R.J. Daniel **proposed** Cllr. D.L.G. Elliott as chairman of the Committee; this was **seconded** by Cllr. Mrs. G.E. Hartland and **agreed** unanimously by the Meeting.

3. STAFF EMPLOYMENT AND RELATED ISSUES

3.1. To Consider the Adoption of new and updated staff employment documents for recommendation to the Council.

The Clerk referred members to the previously circulated documents and briefing notes, stating that in order for the Council to achieve "Quality Status", it was necessary that all Council procedures and documentation were up to date. One of the required criteria was a qualified clerk, with CILCA attainment. The test for CILCA was judged on the production of a portfolio of all Council documents. At present Deviock Parish Council was lacking some of the required procedures and documentation.

3.1.1. Staff Appraisal: It was agreed that the SLCC Continuous Professional Development, Training Needs Analysis should become the basis for evaluating performance and training needs at an annual appraisal session. It was agreed that the Chairman should conduct the appraisal of the clerk with one other councillor in attendance and that this appraisal should take place prior to the October/November Precept setting meeting of the F&GP Committee from 2009.

It was agreed to recommend that the Clerk's pay award should be effective from the 1st April annually. In order for a smooth and fair transition to this new arrangement the 2008 pay award should be effective from August 2008 and the 2009 pay award should come into effect in April 2009 but should be modified to allow for only an equal monthly proportion of eight months (August 2009 – March 2010) being paid over the 12 month period to March 2010. Thereafter the full pay award should be paid from the 1st April 2010.

3.1.2. Staff Contract of Employment: It was agreed that the model Contract of Employment (as agreed by NALC & SLCC), embodying the latest employment legislation and setting out policy on various issues that were not covered by the Clerk's existing contract, should be adopted by the Council as a basis for the Contract of Employment for the Clerk.

The model contract should be modified to incorporate the terms and conditions of the present contract of employment.

The Clerk agreed to prepare a draft Contract of Employment for consideration.

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3.1.3. Protocol for Hearings by the Staff Disciplinary and Grievance Committee

It was agreed to recommend adoption of the model Staff Disciplinary and Grievance Committee Protocol. It was also agreed to recommend that the a Staff Disciplinary and Grievance Committee should be set up only when required, and that membership should consist of the Chairman, the Vice-Chairman plus two other Councillors. Any Councillor directly involved in a grievance issue under review should be excluded from membership of the Staff Disciplinary and Grievance Committee.

3.1.4. Protocol for Hearings by the Staff Appeals Committee

It was agreed to recommend adoption of the model Staff Appeals Committee Protocol. It was also agreed to recommend that the Staff Appeals Committee should be set up only when required, and that membership should consist of four Councillors. Any Councillor directly involved in a grievance issue under review should be excluded from membership of the Staff Appeals Committee.

4. STANDING ORDERS

To consider the amendment of the 2003 Standing Orders for recommendation to the Council.

The Clerk informed members that the Council's Standing Orders had not been re-issued since 2003 and that it was suggested that this be done every five years. Last year the Council had made some amendments relating to:-

- a) The number of cheque signatories required (now two + the clerk) because of changes relating to the Barclays Bank, Community Account, regulations.
- b) Freedom of Information Act: Revised publication charges for copies of official Council documents (*New agreed charges are £1.00 for first page (1 side) and 20p per subsequent pages*).
- c) Councillors' Allowances (41) Attendance Allowance, conditions relating to the request for payment and mechanism of payments
(*It was agreed that the Attendance Allowance is made available to members upon request to the clerk and that this request must be made before the end of the Annual Meeting of the Council at the beginning of the following Council year. Rates of payments made to be based on rates recommended by CALC. Payments to be made quarterly or annually in arrears*).

In addition to these already agreed changes the Clerk suggested the following amendments and additions:-

- a) Update references to Code of Conduct (33.1. & 58 & Appendix C) *new version adopted in 2007*
- b) Planning Committee (75) States membership of 5. Currently there are 6 members.
After discussion it was agreed that a simple clause stating "or as many members as deemed necessary by the Council", would provide the necessary flexibility on this matter.
- c) Inclusion of quorum requirement for committees of six members (48) This quorum should be 3.
- d) Time of Planning Committee meetings (1.1.2.) (states 6 pm); actually meets at 6.30 pm
- e) Procedure for Dealing with Planning Applications (76). All applications are now logged onto a computer spread sheet, including Parish decisions and Caradon decisions.
The Clerk also suggested that this log be posted onto the Parish website on an annual basis
- f) Contracts (78) Review of £ thresholds for determining contract procedure requirement
The following changes to the threshold levels were agreed for recommendation:-
(78.2.) Contracts with a total cost of between £501 and £10,000, the number of quotes required and the letting of the contract shall be agreed by the Council
(78.3.) Where it is intended to enter into a contract exceeding £10,000, but not exceeding £20,000 in value for the supply of goods, materials or services or for the execution of works, the clerk shall give at least three (3) weeks public notice of such intention in the same manner as public notice of meetings of the Council is given.
(78.5.) Notice of a contract exceeding £10,000 shall state the general nature of the intended contract etc.

Minutes of the F&GP Committee, 26th June 2008 (Continued)

4. STANDING ORDERS (continued)

It was agreed that the Council's Standing Orders should be updated in line with the above amendments and that the Clerk should prepare a draft of the 2008 Standing Orders for adoption by the full Council. Updated copies of the Standing Orders should be distributed to all Members.

5. EARMARED RESERVES

The Clerk referred to the existing list of reserves held by the Council for specific capital projects and recommended that these should be updated to reflect the current position.

After discussion the following changes were agreed for recommendation to the Council:-

- 1) Acquisition of Land (£6,325.00): This reserve to receive funds from the now defunct Old Car Park (£4,750.00) and the Old Car Park project to be closed, making funds in the Acquisition of Land reserve of £11,075.00
- 2) The Axe (£17,696): This reserve to receive funds from the now defunct Overland Path (£4,150.00) and the Overland Path project to be closed, making funds in The Axe reserve of £21,846.00.
- 3) A Parish Plan Community Development Project reserve to be set up with funds being transferred from the Parish Plan Project (£1,200.00) and the Community Development Project (£6,000.00), these two funds now being declared defunct and closed. Funds held in the new Parish Plan Community Development Project would therefore be £7,200.00
- 4) That the "Hall for Seaton" earmarked reserve should be renamed the "Visitor Centre for Seaton".

The complete list of amended earmarked reserves was agreed as follows:-

<u>CAPITAL PROJECT FUNDING:</u>	ACCUMULATED PROJECT FUNDS TOTALS
CAPITAL PROJECT:	£
<u>Existing:</u>	
Acquisition of Land	11,075
Rocknose Linear Park & Walkway	16,493
<u>Sports & Recreation Projects -</u>	
- The Axe incl. Beechfield & Red Land Paths	21,846
- Tanver Yate	15,750
Public Conveniences	2,600
Downderry Hill	18,340
Visitor Centre in Seaton	16,750
Parish Plan Community Development Project	7,200
	110,054

6. URGENT MATTERS ADMITTED BY THE CHAIRMAN

No urgent matters were raised by Members.

There being no further business the Chairman closed the Meeting at 20.25 hrs.