# Parish Council Logo Minutes of the Extraordinary meeting of LYTCHETT MATRAVERS PARISH COUNCIL

# Weds 13th September 2023 at 8.30 p.m. in the Blanchard Room, Village Hall.

**PRESENT** were A Bush (Council Chair), M Attridge, V Abbott, R Aspray, A Huggins, H Khanna, K Korenevsky, P Webb and Mr T Watton (Parish Clerk).

**Also present:** None.

## 1. To receive and consider apologies for absence.

Cllrs B Barker, and K Morgan

## 2. To receive any declarations of interest, and consider any requests for Special Dispensations under Section 33 of the Localism Act 2011.

None.

## 3. **To receive notice of resignation as Parish Clerk and RFO dated 27th August 2023, from Mr T Watton.**

A copy had been made available to members ahead of this meeting. The Parish Clerk had nothing further to add. The Chair expressed his thanks to the Parish Clerk for nearly 18 years of service and noted a more formal note of thanks would follow in due course. It was **RESOLVED** to receive and note this.

## 4. To appoint a Parish Council Staffing Committee to manage all current and future Human Resource activities (see terms of reference).

It was **RESOLVED** to appoint a Parish Council Staffing Committee that would comprise the Chairs and Vice Chairs of Full Council and F&GP Cttee. For the year to May 2024, this would be Cllrs. A. Bush, A. Huggins, M. Attridge and K. Korenevsky. A copy of the Staffing Committee draft Terms of Reference was made available to all members ahead of the meeting. A copy is associated at Appendix 1 to these minutes.

## 5. To review and approve the job description for the Parish Clerk/RFO vacancy.

A copy of the draft job description had been made available to members ahead of this meeting. It was **RESOLVED** to approve this.

## 6. To review and approve the advertisement to be placed with DAPTC for the Parish Clerk/RFO vacancy.

A copy of the draft advertisement had been made available to members ahead of this meeting with the intention of initially advertising through DAPTC; this service being part of the Council’s membership. It was **RESOLVED** to approve this.

## 7. To approve £50 for Worknest HR package (recommended by DAPTC).

It was **RESOLVED** to approve the expenditure of £50.00 for this purpose.

## 8. To approve an interim internal audit as of October 31st, 2023

The Chair noted that he had discussed this with the Parish Clerk and the Council’s Auditor and the approach was jointly agreed. It was **RESOLVED** to approve this.

## 9. To resolve to approve the following payments already made:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To Whom** | **For What** | **Net** | **VAT** | **Total** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| British Telecom | Office phone and broadband – August 2023 | 55.98 | 11.19 | 67.17 |
| Idverde Ltd | Grass cutting, southern end of Recreation Ground – invoice 10890826 | 33.07 | 6.61 | 39.68 |
| HSBC | Bank charges for period 1-31 July 2023 | 5.00 | 0.00 | 5.00 |

It was **RESOLVED** to approve all of the above payments already made.

## 10. To resolve to approve the following payments due:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **To Whom** | **For What** | **Net** | **VAT** | **Total** |
| JHAI Ltd | Building control application for LM Youth Hall | 166.00 | 33.20 | 199.20 |
| Homestyle Glazing Ltd | Supply and fit replacement windows at Parish Council office | 1000.00 | 200.00 | 1200.00 |
| B Barker | Reimbursement of Survey Monkey monthly fees – April & May 2023 (Youth Hall survey) | 81.66 | 16.34 | 98.00 |
| B Barker | Reimbursement of Survey Monkey monthly fees – June 2023 (Youth Hall survey) | 40.83 | 8.17 | 49.00 |
| B Barker | Reimbursement of Survey Monkey monthly fees – July 2023 (Youth Hall survey), plus…  Stationery / supplies for prep of LMYH  **Total** | 40.83  99.04  **139.87** | 8.17  19.81  **27.98** | 49.00  118.85  **167.85** |
| Idverde Ltd | Cemetery maintenance August 2023 invoice no 10890756 | 350.60 | 70.12 | 420.72 |
| Jurassic Computers | Servicing of Council laptop | 90.00 | 0.00 | 90.00 |
| Shaw & Sons Ltd | Supply of allotment receipt book, burials receipt book and book of Grants of Exclusive Right of Burial | 165.00 | 33.00 | 198.00 |
| BCP Council | Foxhills Open Space grass cutting contract: April 2022 – March 2023 | 3086.00 | 617.00 | 3703.20 |
| Matthew Cherry | Allotment deposit refund, plot 2 | 35.00 | 0.00 | 35.00 |
| Alison Clothier | Cover for Clerk’s holiday 2-9 Sept 2023 | 78.35 | 0.00 | 78.35 |
| Rescue Rod Ltd | Supply and fit fluid cat 5 pipe interrupters to ensure compliance with Wessex Water standards for water supply protection | 970.00 | 194.00 | 1164.00 |

It was **RESOLVED** to approve all of the above payments due.

The meeting closed at 21:23 Annotated by/on ……………………………..Signed by……………………

## Appendix 1

Policy Name: **Staffing Committee Terms of Reference**

Policy Reference: A/11

Approval Date: September 13, 2023

Review Date: September 13, 2024

1. Overview/Purpose

The committee is established to manage the working relationship with all employees of the Parish Council, including recruitment, welfare and on-going evaluation.

1. Definitions

The Committee will only have the power to make recommendations which will be ratified at the next full meeting of the Parish Council.

All members shall comply with the Code of Conduct and the Councils Standing Orders.

The re-appointment of the Committee will be considered at the Annual Parish Council General Meeting who may decide to alter or dissolve the Committee as required.

1. Requirements

Committee membership will comprise the respective chair and vice-chair of Full Council and the respective chair and vice-chair of the Finance & General Purposes Committee. A quorum will be 3 members.

* The chair of the Committee will be appointed by the Committee.
* Meetings will be in private due to the confidential nature of business. All members must preserve confidentiality of all individual staffing matters pertaining to the business of the committee.
* Meetings will be held as and when required, but at a minimum annually prior to the Annual Parish Council General Meeting.

1. Roles & Responsibilities

The Committee will hold delegated powers to deal with all personnel, employment and recruitment issues with reports and recommendations made to the parish council as necessary.

* To review overall staffing requirements and make recommendations to Full Council.
* To agree and review annually contracts of employment including salaries, hours of employment, pension arrangements and general employment terms and conditions, job descriptions and performance appraisals and report to Full Council.
* To undertake initial recruitment activities and provide recommendations to Full Council, allowing for additional councillors to participate on Full Council approval.
* To undertake disciplinary activities and provide recommendations to Full Council, allowing for additional councillors to participate on Full Council approval.
* To undertake formal grievance issues in line with the Council’s Grievance policy.
* To review Health and Safety at work for all Council employees.
* To review all Council policies that relate to staff employment.
* To ensure the Council complies with all legislative requirements relating to employment of staff.

1. Related Policies

Grievance Policy

1. Revision History

None

1. Appendices

None