

**COLDEN COMMON PARISH COUNCIL
MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
HELD ON TUESDAY 10TH MARCH 2015 IN THE
RECREATION GROUND PAVILION, MAIN ROAD, COLDEN COMMON**

Present Cllr Maggie Hill (Chair)
Cllr Richard Izard

Cllr Paul Bryant

Apologies

In attendance Debbie Harding (Clerk)

PP20/14 APOLOGIES

The Clerk sadly received a letter of resignation from Cllr Tudor.

PP21/14 DECLARATIONS OF INTEREST

No declarations of interest were declared

**PP22/14 TO AGREE THE MINUTES OF THE MEETING HELD ON THE 2ND
OCTOBER 2014**

The minutes of the meeting on the 2nd October 2014 were taken as read as an accurate record of the meeting, proposed by Cllr Izard, seconded by Cllr Paul Bryant and carried.

**PP23/14 TO RECEIVE ANY QUESTIONS FROM ANY MEMBERS OF THE
PUBLIC**

No members of the public were present.

**PP24/14 TO RECEIVE AN EMPLOYMENT VACANCY AND TO REQUEST AN
EXTRAORDINARY MEETING OF THE PARISH COUNCIL TO
DECLARE AN VACANCY**

Our Assistant groundsman has been offered alternative employment that he would like to accept. This position is subject to a medical which takes place on Friday 13th March. The Clerk is expecting his resignation in writing on Friday or Monday with his last day in our employment being most likely Friday 24th April.

The recruitment policy gives delegated authority to recruit, subject to the Full Parish Council declaring a vacancy.

A meeting of the Parish Council will be held on Monday 16th March to declare such a vacancy. If a resignation is not received, the meeting will be cancelled.

PP25/14 TO DISCUSS THE RECRUITMENT AND SELECTION PROCESS AFTER THE VACANCY HAS BEEN DECLARED BY THE PARISH COUNCIL

Subject to a vacancy being declared the following process was outlined. Advertise the position from 16th March with a closing date of 25th March. The position should be advertised on the information system and the job centre.

Shortlisting will take place on the Friday 27th March 2015
Interviews will take place on Monday 30th March 2015

The process will involve Cllr Hill, Steve Hewlett and the Clerk

PP26/14 TO RECEIVE AN ANALYSIS MONTH BY MONTH OF THE GROUNDS STAFF TASKS AND THE HOURS REQUIRED TO COMPLETE THESE TASKS

The groundsman task analysis was finalised. The Clerk is meeting with the G&F Manager to run through the plan and priorities going forward in terms of additional tasks to improve the open spaces.

The Clerk to speak to the school regarding ceasing the school cutting and liaise with the church regarding the churchyard requirement for the year before the Committee makes a commitment for this year. Clerk

The work plan is based on the assumption to cut all areas once a week.

PP27/14 TO REVISE THE TREE POLICY FOR AND RECOMMEND TO THE PARISH COUNCIL FOR ADOPTION

The Committee revised the tree policy (v4) to include the recent Full Parish Council approved decisions on hedge cutting.

The policy was amended to be titled Tree and Hedge policy.

The Policy and Procedures Committee recommend to the Parish Council to adopt this revised policy v4, Proposed by Cllr Maggie Hill, seconded by Cllr Bryant and carried.

It would be good to have our open spaces mapped on one GIS map. The Clerk to investigate the possibility with WCC with Cllr Izard's assistance.

Clerk
Cllr
Izard

PP28/14 TO REVIEW THE LONE WORKER AND VOLUNTEER POLICIES AND RECOMMEND THEM TO THE FULL PARISH COUNCIL FOR ADOPTION

The Policy and Procedures Committee recommend to the Parish Council to adopt lone worker and volunteer policies, Proposed by Cllr Maggie Hill, seconded by Cllr Bryant and carried.

The Policy and Procedures Committee recommend to the Parish Council to adopt a volunteer agreement, Proposed by Cllr Maggie Hill, seconded by Cllr Bryant and carried.

PP29/14 TO REVIEW THE PARISH COUNCIL OFFICE HOURS AND THE WORKING PRACTICES OF THE CLERK AND MAKE ANY RECOMMENDATIONS TO THE FULL PARISH COUNCIL FOR ADOPTION

A discussion took place on the office opening hours. The majority of the visitors to the office were Councillors seeking the Clerk, or members of the public requiring the community centre. The transition from working from the office to working from home disrupts the working day negatively and it was agreed that on a trial basis the office would be closed on a Wednesday. This would allow the Clerk to have 3 days a week working from home. It was felt that a Monday and a Friday morning is sufficient time to interact with members of the public and Councillors alike.

Clerk

This arrangement be will reviewed at the July Parish Council meeting.

A discussion took place on a permanent office space for the Parish office. Cllr's Hill and Izard agreed to attend the next Community Centre trustees meeting.

Cllr
Hill
Izard

PP30/14 TO CONSIDER MERGING THE BOOKING CLERK AND ASSISTANT CLERK POSITIONS, REVIEW THE JOB DESCRIPTIONS AND RENUMERATION

A draft job description has been produced. It was agreed that the Clerk to share this with the Assistant Clerk for feedback, and the matter be discussed in conjunction with progress on the provision of a permanent office space.

PP31/14 TO CONSIDER A CONFIDENTIAL MATTER WHICH IS EXEMPT UNDER SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 – FOLLOWING CONSIDERATION OF MERGING THE ASSISTANT CLERK AND BOOKING CLERK ROLES, CONSIDER THE RENUMERATION OF SUCH A POST AND MAKE AN RECOMMENDATION TO THE FULL PARISH COUNCIL FOR ADOPTION

Pending the action in item 30/14, This item was deferred and not discussed

PP32/14 DATE OF THE NEXT MEETING

The next meeting is planned for 10th June 2015.

Agenda items will include the new rules for pension's automatic enrolment and any risk of shortfall with the current LGPS.