

## TIPTREE PARISH COUNCIL

### MINUTES OF POLICY AND FINANCE COMMITTEE MEETING

A meeting of the Policy and Finance Committee took place on Monday 2<sup>nd</sup> September 2019 at 7.00pm in the Meeting Room, Community Centre, Caxton Close

Present:                    R Mannion (Chairman)                    M Maund (Vice Chairman)  
                                  C Bigg    Mrs J Bunney  
                                  Mrs D Coe

Also in attendance – One member of the public, the Clerk of the Council and the Deputy Clerk of the Council

201/19 **Apologies for Absence**

There were apologies from Cllr R Smithson and Cllr Mrs B Wood.

202/19 **Declarations of Interests** – There were no declarations of interests.

203/19 **Chairman's Announcements**

There were no announcements to make under this item.

204/19 **Public Questions**

There were no questions from the member of the public present.

205/19 **Minutes of Meeting** – 5<sup>th</sup> August 2019

The minutes of the meeting on 5<sup>th</sup> August 2019, having been approved by Council, were signed by Cllr R Mannion.

206/19 **Clerk/RFO Appointment**

1. Cllr R Mannion told the meeting that following interviews held on 13<sup>th</sup> August 2019, an offer had been made to Robert Williams to be the next Clerk of Tiptree Parish Council. This offer has been accepted. It had also been agreed that the Clerk's hours would be re-considered. The committee discussed the matter and it was proposed by Cllr Mrs J Bunney and seconded by Cllr C Bigg that the Clerk's hours should be increased to 30 per week. This was agreed unanimously.
2. The Clerk had circulated a report before the meeting and the following items were put forward for agreement and recommendation to the full Council.
  - The current Clerk, Ann Wood is appointed from 1<sup>st</sup> August 2019 to 17<sup>th</sup> November 2019 as the Clerk/RFO/Proper Officer
  - The current Clerk's hours in this period will vary but will not exceed the current hours allowed for the position, which is 27 per week. This will be on SCP 34
  - The new Clerk Robert Williams is appointed from 18<sup>th</sup> November 2019 as the Clerk/RFO/Proper Officer on SCP 34 (£36876.00) pro rata to 30 hours per week, as agreed in the previous item

This was proposed by Cllr C Bigg and seconded by Cllr Mrs J Bunney and agreed unanimously.

207/19 **Former Public Toilets**

1. Cllr C Bigg told the meeting that he and the Deputy Clerk had attended a meeting with officers at Colchester Borough Council's Planning Department. The officers had indicated that it was possible to make the footprint of the building a bit larger by the removal of two trees and that a tree survey will need to be undertaken. The officers had also said that they would be willing to look at any application before it was submitted. It was proposed by Cllr M Maund and seconded by Cllr Mrs J Bunney that a letter to send to interested parties should be drafted for agreement by the Council. This was agreed unanimously.
2. Further to previous reports about the fence between the toilets and the Vicarage, two further quotes had been obtained. There was much discussion about the quotes and it was proposed by Cllr M Maund and seconded by Cllr C Bigg that the quote from CJS Contracts Ltd for £420.00 should be accepted. This was agreed unanimously. The Clerk told the meeting that the vegetation and undergrowth would have to be removed to allow access to the fence.

208/19 **Church Road Premises Licence**

The Clerk reported that she has spoken to the licensing officer at Essex Police and she has been given information about drafting the application for the premises licence. This can be submitted in draft for comments before the final application is made.

The Clerk raised the matter of the DPS and said that Sandra Redgwell had volunteered to undertake this role. There was some discussion on the matter and the committee agreed that it wanted the Clerk to undertake the DPS role.

209/19 **Financial Comparison**

The Clerk circulated the Financial Comparison for September 2019. The report was noted.

There being no other business the meeting closed at 7.47pm

Signature.....Date.....