

TIPTREE PARISH COUNCIL

MINUTES OF POLICY AND FINANCE COMMITTEE MEETING

A meeting of the Policy and Finance Committee took place on Monday 4th March 2019 at 7.00pm in the Meeting Room, Community Centre, Caxton Close

Present Cllrs: S Bays (Chairman) M Maund (Vice Chairman)
C Bigg Mrs J Bunney
Mrs D Coe R Mannion
Mrs B Wood

Also in attendance – Cllr J Elliott Colchester Borough Council, one member of the public and the Clerk of the Council

692/18 Apologies for absence – There were no apologies for absence as all members of the committee were present.

693/18 Declarations of Interests – There were no declarations of interests.

694/18 Chairman's Announcements
There were no items to raise under this item.

695/18 Public Questions – There were no questions from the member of the public present.

696/18 Minutes of Meeting – 7th January and 4th February 2019
The minutes of the meetings on 7th January and 4th February 2019, having been approved by Council, were signed by Cllr S Bays.

697/18 Utilities
The Clerk gave a verbal update report. It was confirmed that, as per the delegated powers from the last meeting, the contracts on all four electricity accounts have now been renewed. Some higher bills will still come though but will be corrected from the start date of the new contracts. All the contracts are for two years.

698/18 Staff Position
The Amenities Committee had put forward a recommendation to the Policy & Finance Committee that the gates locking/litter picking position should be advertised as an employed role and that the unbudgeted monies for the difference in the salary payment should be agreed to be spent.
There was much discussion on the subject. Cllr S Bays explained that there will be some underspent monies from the salaries budget, which would cover at least some of the additional costs. Cllr R Mannion confirmed that the Amenities Committee was asking the Policy & Finance Committee to pay the additional costs from the salaries budget.
It was proposed by Cllr M Maund and seconded by Cllr R Mannion that the additional costs of up to £5000.00 should be paid in the next year and in future years. This was agreed unanimously.
It was proposed by Cllr C Bigg and seconded by Cllr S Bays that additional monies for up to 9 visits a week to the sites should be paid to the security company to lock and unlock the gates until someone is appointed to the role. This should be included in the cost of them patrolling on the days that they already do. The money would come from the security budget. A vote was taken with 5 for, and 2 abstentions. The proposal was carried.

699/18 HR and Health & Safety Support

The Clerk had circulated information about three quotes that had been obtained for HR and H&S support. The Clerk was asked whether she knew any of the companies and she replied that her previous employer had used Wirehouse Employer Services and been happy with their services. The Clerk expressed her concerns about the lack of an H&S policy, staff handbooks and formal H&S training and also about the lack of HR employment procedures.

Following discussion, it was proposed by Cllr Mrs J Bunney and seconded by Cllr C Bigg that the quote of £1800.00 per annum for a five-year contract from Wirehouse Employer Services should be accepted. This was agreed unanimously.

700/18 Financial Comparison

The Clerk apologised that the financial comparison was not available and Cllr S Bays asked that this item be placed on the agenda for next week's Council meeting.

Cllr S Bays proposed and Cllr R Mannion seconded that having regard to the confidential nature of the following business the press and public be excluded from the meeting pursuant to Section 1 of Public Bodies (Admission to Meetings) Act 1960. This was agreed.

There being no other business the meeting closed and continued In Committee at 7.40pm

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