

**MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE**  
**held at Blaby Civic Centre, 22-24 Leicester Road, Blaby**  
**at 7.00pm on Tuesday, 15<sup>th</sup> May 2018**

**PRESENT:** Mrs S Skeemer (Chairman),  
Mrs M Broomhead, Mr G Harding, Mr M Sheikh & Mrs V Jepson (Manager).

**S/P.179      1. ELECTION OF CHAIRMAN FOR THE COMING YEAR**

**RESOLVED:** Mr G Willcox is elected Chairman of the Staff, Policy & Finance committee for 2018/19.

**S/P.180      2. ELECTION OF VICE-CHAIRMAN FOR THE COMING YEAR**

**RESOLVED.** Mrs S Skeemer is elected Vice-Chairman of the Staff, Policy & Finance committee for 2018/19.

**S/P.181      3. APOLOGIES FOR ABSENCE**

Apologies for absence are received from Mr G Willcox the reason for which is approved.

**S/P.182      4. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT – None.**

**S/P.183      5. TO CONSIDER STAFFING MATTERS**

a) Part-time Groundsman

Members considered the part time groundsman's hours of work and agreed due to the additional parcels of land recently obtained to increase them during the Summer period.

**RESOLVED:** Increase the part time groundsman's hours of work from 8am – 1pm to 8am – 4pm, Monday – Friday from the 1<sup>st</sup> June 2018 – 31<sup>st</sup> August 2018.

b) Salary

Members have been issued with a copy of Blaby District Council and Society of Local Council Clerks salary scales from 1<sup>st</sup> April 2018.

**RESOLVED:** All members of staff on the Blaby District Council and Society of Local Council Clerks salary scales are awarded the relevant pay increase as of 1<sup>st</sup> April 2018.

c) Floral Displays

This year's floral displays are due to be delivered at the end of May and will stay in situ until the end of September. The ground staff will water them twice a week as per the last three years.

**RESOLVED:** Two ground staff are to start work at 7am two days a week and will be paid overtime as per their contract states for the extra hours worked.

d) Events

Events currently planned are the Summer Funday, Saturday, 30<sup>th</sup> June and the Christmas Lights Switch on, Friday, 30<sup>th</sup> November.

**RESOLVED:** All staff working on these events is to be paid overtime as per their contract of employment states.

**S/P.184 6. TO CONSIDER COMPUTER SYSTEM BACK UP QUOTATION**

Members considered the following back up quotations for the council's computers.

<b>Quotation 1</b>	<b>Quotation 2</b>
NAS Drive - have this upload to Amazon (which is very cheap).  £570.00 + VAT for 4Tb storage plus an hour to set it up (£40.00 + VAT)	Datto - £40.00 +VAT to install (Free device)  Plus £119.00 per month *with a year's retention or £139 a month with unlimited retention  In the case of a server failure this system can be up and running very fast (under 30 minutes) and includes all the cloud storage etc
<b><u>£610.00 + VAT</u></b>	<b><u>£40.00 + VAT (set up fee)</u></b> <b><u>£1,428.00 + VAT per year</u></b>

**RESOLVED:** Accept quotation number 1 for the purchase and installation of a NAS back up drive for a 4TB storage priced at £570.00 + VAT and an hours set up fee of £40.00 + VAT.

**S/P.185 7. TO CONSIDER CIVIC CENTRE OFFICE SPACE**

a) Grey Room

The company who occupied the Grey Room has not renewed their tenancy agreement and left on the 28<sup>th</sup> February 2018.

A new organisation is due to take over the lease as of the 1<sup>st</sup> June 2018 for a period of 2 years priced at £350.00 + VAT per calendar month.

b) Lease Agreement Fee

Members considered the quotations received for drawing up tenants lease agreements.

<b>Quotation 1</b>	<b>Quotation 2</b>	<b>Quotation 3</b>
Tenancy Agreement = £250.00 + VAT	Tenancy Agreement = £75.00 + VAT	Tenancy Agreement = £350.00/£450 + VAT
Renewal of Tenancy	Renewal of Tenancy	Government Land

Agreement = £250.00 + VAT  Tenants deposit is held by the property surveyor	Agreement = £75.00 + VAT  Tenants deposit are kept in a government 'Deposit Protection Scheme' account	Registry charge for copies of Title Register £70.00/£90.00 + VAT  Renewal of Tenancy Agreement = £350.00/£450 + VAT
<b><u>TOTAL AGREEMENT COST = £250.00 + VAT</u></b>	<b><u>TOTAL AGREEMENT COST = £75.00 + VAT</u></b>	<b><u>TOTAL AGREEMENT COST = £420.00 / £540.00 + VAT</u></b>

**RESOLVED:** Accept quotation number 2 for drawing up and renewing tenants lease agreements for rented out office spaces at Blaby Civic Centre priced at £75.00 + VAT per agreement.

**S/P.186 8. TO CONSIDER TRANSFER OF LAND – SOLICITOR FEES**

Since the transfer of land for the following sites has been completed by Blaby District Council and their solicitors Blaby Parish Council now need to log these transfers of land with the land registry.

- The Crescent
- Freer Close
- Latimer Close
- Scouting Way

Members considered the following quotations from solicitors to complete the transfers to the land registry on behalf of the Parish Council.

<b><u>Quotation 1</u></b>	<b><u>Quotation 2</u></b>	<b><u>Quotation 3</u></b>
The Crescent Freer Close Latimer Close Scouting Way	The Crescent Freer Close Latimer Close Scouting Way	The Crescent Freer Close Latimer Close Scouting Way
4 x Transfer of land documents  £250.00 + VAT	4 x Transfer of land documents  £100.00 + VAT	4 x Transfer of land documents  £150.00 + VAT
Plus Land Registry fees of 2 x TP forms priced £20 each & 2 x TR forms	Plus Land Registry fees of 2 x TP forms priced £20 each & 2 x TR forms	Plus Land Registry fees of 2 x TP forms priced £20 each & 2 x TR forms priced at £40

priced at £40 each	priced at £40 each	each
<b><u>TOTAL PRICE</u></b> <b><u>£1,120.00 + VAT</u></b>	<b><u>TOTAL PRICE</u></b> <b><u>£520.00 + VAT</u></b>	<b><u>TOTAL PRICE</u></b> <b><u>£720.00 + VAT</u></b>

**RESOLVED:** Accept quotation number 2 for the solicitor fees for the transfer of land documentation priced at £520.00 + VAT.

**S/P.187 9. TO CONSIDER QUOTATIONS RECEIVED FOR HEALTH & SAFETY COMPLIANCE SUPPORT**

Members considered the 3 quotations received for health & safety support for Blaby Parish Council.

Quotation 1	Quotation 2	Quotation 3
<p><b>Fees – Based on a 5 Year Contract</b></p> <p>Fixed Fee Health &amp; Safety service - £1,975.00 + VAT</p> <p>Legal Expenses Insurance (Health &amp; Safety Prosecution) (@ £3.17 per person (7) per annum), inclusive of Insurance Premium Tax - Total = £22.19</p> <p>Annual fee for (1) e-learning site licence to cover (6 to 10) employees.</p> <p>E-Learning is FREE for the first 12 months when taken with our support services.</p> <p>If you wish to keep it after the free period then it will be charged from year two at £436.00 + VAT</p> <p><b><u>Total Cost Per Month =</u></b> <b><u>£166.43 + VAT</u></b></p>	<p><b>Health &amp; Safety Services (based on 2 visits per year)</b> = <b>£103.00 per month</b></p> <p><b>Four Parks @ £50.00 per park per month = £200.00 per month</b></p> <p><b>Cemetery = £50.00 per month</b></p> <p><b><u>Total £353.00 + VAT per month</u></b></p> <p>Prices are ideally for a 3 year contract but if preferred a 1 year contract could be arranged</p>	<p><b>Full Health and Safety Service</b></p> <p><b>12 Month Term</b> <b><u>£204.00 + VAT per month</u></b></p> <p><b>36 Month Term</b> <b><u>£163.00 + VAT per month</u></b></p> <p><b>60 Month Term</b> <b><u>£123.00 + VAT per month</u></b></p>

**RESOLVED:** Accept quotation number 1 for health & safety support on a 5 year contract priced at £166.43 + VAT per month.

**S/P.188 10. TO CONSIDER QUOTATIONS RECEIVED FOR ACOUSTIC TESTING OF CIVIC CENTRE – FIRST FLOOR**

Members considered the quotations received to carry out a sound insulation test on the first floor of the Civic Centre.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Site Sound Insulation Tests – Undertake airborne and impact sound insulation  <u><b>Total - £700.00 + VAT</b></u>  Sound Insulation Upgrade Advice – Provide our advice in a report for a designer/building to develop and install  <u><b>Total - £500.00 + VAT</b></u>	Single Sound Insulation Test on the property  <u><b>Total - £325.00 + VAT</b></u>	Still waiting for Quotation

**DECLINE:** No further action is to be taken on seeking a sound insulation test due to the costs.

**AGREED:** Place a notice in the Acorn Room on the first floor of the Civic Centre saying ‘Please be mindful of your noise level as there are business working in the building’.

**S/P.189 11. TO CONSIDER GENERAL DATA PROTECTION REGULATIONS**

All members are aware the Data Protection legislation is changing from the 25<sup>th</sup> May 2018, it is reported the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.

Officials from the Department for Culture, Media and Sport have confirmed that appointing a Data Protection Officer to support a council’s approach to data protection will be regarded as good practice.

**AGREED:** Any correspondence requiring a Data Protection Officer is to state correspondence is to be sent to the Blaby Parish Council Office.

12 steps to compliance

Members have been issued with an updated version of the 12 steps compliance guide for General Data Protection Regulations which reflects the recent changes from NALC.

- Step 1 – Ensure Awareness
  - Step 2 – Document What Information You Hold – Data Audit
  - Step 3 & 4 – Update your Privacy Notices and Confirm Individuals’ Rights
  - Step 5 – Subject Access Requests
  - Step 6 – Identifying the Lawful Basis for Processing Data
  - Step 7 – Data Security
  - Step 8 – Know How to Deal with a Data Breach
  - Step 9 – Decide on a Data Protection Officer
  - Step 10 – Children
  - Step 11 – Prepare for the May Annual Meeting
  - Step 12 – Ensure Ongoing Compliance
- AGREED:** Cllr Mr Harding is to update the ‘Step 2 – Document What Information You Hold – Data Audit’ document for the Parish Councils use.

Members considered the following proposed General Policies:-

- 3 - Data Protection Policy
- 22 - Data Breach Policy.
- 23 - Subject Access Request Policy
- 24 – Privacy Notice - Private
- 25 – Privacy Notice – Staff, Councilors & Role Holders

**AGREED:** Adopt the following general policies:-

- General Policy 3 - Data Protection Policy
- General Policy 22 - Data Breach Policy
- General Policy 23 - Subject Access Request Policy
- General Policy 24 - Privacy Notice - Private
- General Policy 25 – Privacy Notice – Staff, Councilors & Role Holders

**S/P.190 12. TO CONSIDER CIVIC CENTRE LOFT ACCESS**

Members considered if to install an additional loft access hatch in the Acorn room on the first floor of the Civic Centre.

**DECLINED:** No further action is required to be taken on this matter.

**S/P.191 13. TO CONSIDER CARD READER QUOTATIONS**

All members have been issued with quotations for the purchase of a mobile card reader to assist with receiving payments.

<u>Quotation 1</u>	<u>Quotation 2</u>
<p><b><u>Pay as You Go Card Reader</u></b>                      Mobile Machine =                      £235.00 + VAT                      Need to purchase a Sim Card which                      would incur an additional cost                      2.5% Across all card transactions                      4p + VAT Authorisation fee per</p>	<p><b>IZETTLE CARD MACHINE</b>                      Pay a flat 1.75 % card reader fee per                      transaction. No fixed or monthly fees.                      The money is deposited within 1-2 business                      days.</p>

transaction	
<b>TOTAL COST</b> <b>Mobile Card Reader Machine</b> <b>£235.00 + VAT</b>	<b>TOTAL COST</b> <b>Card Reader = £59.00 + VAT</b> <b>Card Reader Dock = £29.00 + VAT</b>

**RESOLVED:** Accept quotation number 2 for the purchase of a card reader and doking station.

**AGREED:** Research if the transaction fee can be transferred to customers as an admin fee.

**S/P.192 14. TO CONSIDER THE ASSETS REGISTER**

Members considered the Staff, Policy & Finance committee asset register.

**AGREED:** As this is a working document the manager has authority to make any amendments required during the year and submit it to the council’s insurance company when necessary.

**S/P.193 15. TO CONSIDER SUBSCRIPTIONS:-**

**a) Leicestershire & Rutland Association of Local Councils**

The NALC & LRALC annual membership is due for renewal priced at £752.78, £350.89 for NALC Membership fee & £401.89 for the LRALC membership fee.

**RESOLVED:** Accept the quotation for the NALC/LRALC annual membership at a total cost of £752.78.

**b) LCR**

The LCR magazine annual subscription is due for renewal priced at £17.00 per copy.

**DECLINE:** Members do not wish to subscribe to the LCT magazine.

**S/P.194 16. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY – None.**

**S/P.195 17. CHAIRMAN’S TIME**

Thank you all for attending.

**MEETING CLOSED: 7.38PM**