

MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
held at Blaby Civic Centre, 22-24 Leicester Road, Blaby
at 7pm on Tuesday, 16th February 2021

PRESENT: Miss M Small (Chairman),
Mrs M Broomhead, Mr A Gullick, Mr G Harding, Mrs S Skeemer, Mr M Wareham,
Mr R Woolley & Mrs V Jepson (Manager).

S/P.341 1. ELECTION OF CHAIRMAN

The following members have been nominated as Chairman of the Staff, Policy & Finance committee for the remaining part of 2020/21.

- Miss Michelle Small – 4 votes
- Mr Graham Harding – 3 votes

RESOLVED: Miss Small is elected Chairman of the Staff, Policy & Finance committee for 2020/21.

S/P.342 2. APOLOGIES FOR ABSENCE

No apologies for absence have been received.

S/P.343 3. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT –

None.

S/P.344 4. STAFFING MATTERS

a) To Report Update on Full Time Groundsman Probation Period

Members were informed at the last Staff, Policy & Finance committee meeting that the full-time groundsman had resigned, he has now left the employment of the Parish Council.

b) Recruitment of a new Full Time Groundsman

Members agreed a advert is to be put out for a new grounds person / handy person along with an advert for a Senior grounds person / handy person.

The interview panel will be in line with the councils Terms of Reference, which is the committee Chair, Vice-Chair & Manager.

The additional report is noted.

c) Compliments to Staff

Our permanent full time groundsman has recently been highly complimented, it has been said he is very helpful, brilliant and polite and is the best groundsman we have had.

AGREED: Congratulate the full time groundman on this compliment.

d) Mobile Phones

2 replacement mobile phones are required to be purchased for the ground staff, the current ones were originally purchased in 2013.

RESOLVED: Purchase 2 x new mobiles for around £100 each.

RESOLVED: The manager has delegated powers to purchase either pay as you go sim cards or a contract for each mobile phone at an approx. price of around £10 per month each.

RESOLVED: Standing Order No.24 is to be invoked.

That under Section 100a (4) and Sch.12A of the Local Government Act, 1972, the public be excluded from the meeting for the following items on the grounds that the items involve the likely disclosure of exempt or confidential information. (Confidential Report BPC60).

e) Assistant Manager

It is reported the assistant manager is currently off work so the manager will be the only one in the office or working from home.

RESOLVED: Standing Order No.24 is to be revoked.

S/P.345 5. TO REPORT UPDATE ON THE COUNCILS BANK ACCOUNT

At previous meetings members had discussed transferring to a new business bank account. A report has been issued to members for the possibility of transferring the bank account to either Nat West Bank, Unity Trust Bank, Santander or continuing with HSBC.

AGREED: Members agreed to continue with HSBC Bank.

Due to the current situation that our local branch has now closed there is a problem when we need to cash a cheque for topping up the petty cash.

AGREED: The manager is authorised to cash a personal cheque for the petty cash top up and this will be reimbursed immediately.

AGREED: Write into the Council's Financial Regulations that the manager will cash a personal cheque which is to be reimbursed by the Council immediately.

S/P.346 6. TO REPORT UPDATE ON BLABY CIVIC CENTRE TENANTS & LOSS OF INCOME

Members have been issued with an update on the tenants' tenancy agreements for the Civic Centre which includes their rental fees and contract period. The Report is noted.

Oakfield Room

The tenant of the Oakfield Room has decided to leave the Civic Centre at the end of March 2021.

Due to this resignation the Oakfield Room will now become vacant.

AGREED: Members wish to utilise the Oakfield Room situated on the ground floor of the Civic Centre as their meeting room.

AGREED: The Acorn room which is situated on the first floor of the Civic Centre is to be offered out to rent.

RESOLVED: A secure door system is to be added to the Acorn Room.

Members are informed that the total loss of income due to Covid-19 between the 1st March 2020 – 1st March 2021 = £30,307.00.

The manager & LRALC are trying to recoup some of this loss but as yet no figures have been confirmed.

S/P.347 7. TO CONSIDER DAMP PROOF QUOTATIONS

There has been an ongoing problem with rising damp in the Northfield Room, the stairwell and the Tawny Room. Two companies have been out to have a look at the problem and have quoted to have the works carried out to rectify the damp.

<u>Quotation 1</u>	<u>Quotation 2</u>
Please see documents on website for more details.	Please see documents on website for more details.
TOTAL: £800.00 + VAT	TOTAL: £830.00 + VAT

RESOLVED: Accept quotation number 1 for damp proofing to be carried out to the Northfield Room, Tawny Room and the stairwell priced at £800.00 + VAT.

S/P.348 8. TO CONSIDER SOLAR PANEL QUOTATIONS

All members have been issued with quotations for Solar Panels to be fitted to the roof of the Civic Centre.

<u>Quotation 1</u>	<u>Quotation 2</u>
Please see documents on website for more details.	Please see documents on website for more details.
TOTAL: £15,823.63 + VAT	TOTAL: £7,400.00 + VAT

Members considered the quotations received and felt that due to the huge loss of income the Council have incurred over the last 12 months this item should be declined at present.

AGREED: Add this item to the February / March 2022 Staff, Policy & Finance committee agenda for further consideration.

S/P.349 9. TO CONSIDER EMERGENCY LIGHTS & FIRE ALARM QUOTATIONS

All the Parish owned buildings require to have the emergency lights and fire alarms tested every year.

At present, this is our current schedule:

Site	Service	Month Due
Cemetery Workshop	Fire alarm & Emergency light servicing	Sep-21
Cemetery Workshop	Fire alarm servicing	Mar-21
Northfield Park	Fire alarm & Emergency light servicing	Sep-21
Northfield Park	Fire alarm servicing	Mar-21
Civic Centre	Fire alarm & Emergency light servicing	Sep-21
Civic Centre	Fire alarm servicing	Mar-21
Oakfield Park	Fire alarm & Emergency light servicing	Sep-21
Oakfield Park	Fire alarm servicing	Mar-21

Members considered the following emergency lights and fire alarm service quotations for 2021.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
<p>Emergency Light Testing to include:</p> <p>One test and inspection visit of your system per year</p> <p>Detailed service reports in accordance with Section 12</p> <p>Annual system compliance certificate</p> <p>User training as required at each service visit</p>	<p>4 x Emergency Light Services</p> <p>8 x Fire Alarm Services</p> <p>For the emergency light test/service BS5266 3hr soak test</p> <p>Examine all emergency lights making sure they are still working after the 3hr test.</p> <p>A certificate of inspection</p> <p>Also, any recommendations of any additional or remedial works that is required</p> <p>Flick test with the test key</p>	<p>4 x Emergency Light Services</p> <p>8 x Fire Alarm Services</p>

<p>12 Month Full Parts & Labour Guarantee on any repairs 24 hour technical support 24 hour call out service Reduced call out rates</p> <p>And the following additional items for the Fire Alarm Testing: Two test and inspection visits of your system per year Testing of signalling device (where applicable) Detailed service reports in accordance with Section 6 [45]</p> <p>£750.00 + VAT</p>	<p>12 Months guarantee on all parts on any repair work undertaken 24hr support 24hr call out service</p> <p>Fire alarm service twice a year as to BS5839</p> <p>Devices (smoke/heat detectors, manual points, and sounders) checked on each visit</p> <p>Certificate of inspection of findings 12 Months guarantee on all parts on any repair work undertaken 24hr support 24hr call out service</p> <p>£700.00 + VAT</p>	<p>£1,000.00 + VAT</p>
--	--	-------------------------------

RESOLVED: Accept quotation number 2 for the testing of the emergency lights and fire alarms at a total price of £700.00 + VAT.

S/P.350 10. TO REVIEW & CONSIDER COUNCIL POLICIES

All members have been issued with a copy of the following council policies: -

- **General Polices 1 – 28**
- **Standing Orders**
- **Terms of Reference**

Members considered the councils current general policies from 1 – 28 and the following amendments are required to be made: -

General Policy Number 28 – Co-option

AGREED: Remove the following paragraph from **6.3** - Note: where the council are discussing the merits of a candidate and personal attributes, this could be prejudicial, and the council should resolve to exclude members of the press and public.

Councillor Co-Option Eligibility Form

Number 4 - Under the Local Government Act 1972, section 80, a person is disqualified from being elected as a local councillor or being a member of a local council if specific criteria are not met.

AGREED: Research why our Councillor Co-option Eligibility criteria is stricter than the Local Government Act 1972.

AGREED: No amendments are required to be made to the Standing Orders or the Terms of Reference.

S/P.351 11. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY

a) Local Council Award Scheme

Correspondence has been received from the Project Officer from the National Association of Local Councils with regards to our Local Council Award Scheme application.

We have been informed that we have achieved, Foundation Level of the application and we are congratulated on this achievement and thanked for our hard work and dedication during the process.

Official congratulation notifications will be sent in due course.

S/P.352 12. CHAIRMAN'S TIME

Thank you all for attending.

MEETING CLOSED: 7.56PM