

**MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE**  
**held at Blaby Civic Centre, 22-24 Leicester Road, Blaby**  
**at 7.00pm on Tuesday, 16<sup>th</sup> May 2017**

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

**S/P.113      1. ELECTION OF CHAIRMAN FOR THE COMING YEAR**

Cllr Mr. G. Willcox is proposed as Chairman of the Staff, Policy & Finance committee for 2017/18.

**RESOLVED:** Cllr. Mr. G. Willcox is elected Chairman of the Staff, Policy & Finance committee for 2017/18.

**S/P.114      2. ELECTION OF VICE-CHAIRMAN FOR THE COMING YEAR**

Cllr Mrs. M Broomhead is proposed as Vice-Chairman of the Staff, Policy & Finance committee for 2017/18.

**RESOLVED:** Cllr. Mrs. M. Broomhead is elected Vice-Chairman of the Staff, Policy & Finance committee for 2017/18.

**S/P.115      3. APOLOGIES FOR ABSENCE**

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

**S/P.116      4. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT – None.**

**S/P.117      5. TO CONSIDER & REPORT STAFFING MATTERS:-**

**a) Seasonal Groundsman.**

There is a vacancy for a seasonal groundsman, an advert for this role has been advertised on the Council's website, noticeboards, facebook and twitter accounts and the deadline for applications is Friday, 19<sup>th</sup> May 2017.

**AGREED:** Cllr. Mr Willcox & Cllr. Mrs Broomhead are to interview the selected candidates.

**S/P.118      6. TO CONSIDER STAFF TRAINING:-**

**a) First Aid**

The senior groundsman's annual refresher training course for first aid at work is due.

**RESOLVED:** The senior groundsman is to attend a 3 hour refresher first aid training course on Tuesday, 5<sup>th</sup> September priced at £58.00 + VAT.

**b) Fire Marshall**

Members have been issued with fire marshal training course quotations for the manager and receptionist to attend.

<b>Fire Marshal Training</b>	
Quotation 1	Quotation 2
Half-day course covers the role of the designated fire marshal (fire warden). You will learn about preventing fires and learn about different types of fire extinguishers and how to use them correctly.	This course is designed for any members of staff who are looking to become the designated fire warden for their workplace. Delegates will learn about causes and effects of fires, as well as how to prevent their spread and implement necessary emergency procedures. The course complies with the Regulatory Reform (Fire Safety) Order 2005.
<b><u>£110.00 + VAT (Per Person)</u></b>	<b><u>£110.00 + VAT (Per Person)</u></b>

**AGREED:** The manager and Cllr. Mr Statham are to arrange a practice fire drill at the Civic Centre.

**RESOLVED:** The manager and receptionist are to attend a fire marshal training course priced at £110.00 + VAT per person.

**c) Defibrillator**

Members considered the following quotations for defibrillator training.

<b><u>Quotation 1</u></b>	<b><u>Quotation 2</u></b>	<b><u>Quotation 3</u></b>
Automated External Defibrillation (AED) In House Training Course for up to 12 People ½ Day Course	Automated External Defibrillation in house training course for up to 12 people	Automated External Defibrillation In House Training Course for up to 50 People
<b>Total - £375.00 + VAT</b>	<b>Total - £345.00 + VAT</b>	<b>Total - £175.00 + VAT</b>

**RESOLVED:** Accept quotation number 3 for in house defibrillator training for up to 50 people priced at £175.00 + VAT.

**AGREED:** Invite staff, councilors and local voluntary organisations to attend a defibrillator training course held at the Civic Centre.

**S/P.119 7. TO CONSIDER QUOTATION RECEIVED FOR CCTV**

Members considered Closed Circuit Television (CCTV) quotations received for the upgrade of the existing Blaby Civic Centre CCTV.

<u>Quotation 1</u>	<u>Quotation 2</u>
Supply and installation of IP CCTV system in accordance with NACP104 (NACOSS codes of practice).  Number of cameras to be installed: - 15 (12 x external, 3 x Internal).	Supply and installation CCTV system  Number of cameras to be installed: - 13 (11 x external, 2 x Internal).
<b><u>INSTALLATION COST: £5,849 + VAT.</u></b> <b><u>(Inc. 1<sup>st</sup> year Warranty and 1<sup>st</sup> year Maintenance Visit)</u></b>	<b><u>TOTAL = £1,392.87 + VAT</u></b> <b><u>(Includes 3 year warranty)</u></b>

**RECOMMENDATION TO COUNCIL:** Accept quotation number 2 for the supply and installation of Closed Circuit Television (CCTV) at Blaby Civic Centre, funds to be taken from the new & replacement savings account.

**S/P.120 8. TO CONSIDER QUOTATION RECEIVED FOR AUTOMATIC CAR PARK BARRIER**

Members considered the quotations received for the supply and installation of an automatic barrier to the front car park of Blaby Civic Centre.

<u>Quotation 1</u>	<u>Quotation 2</u>
Supply and install an automatic barrier with access control equipment  <b><u>Cost to = £3,890.00 + VAT</u></b>	Supply and install an automatic barrier with access control equipment  <b><u>Cost = £5,091.80 + VAT</u></b>

**DECLINE:** This item is to be put on hold until the vacant meeting rooms at the Civic Centre are leased out.

**S/P.121 9. TO CONSIDER ASSETS REGISTER**

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

**AGREED:** Remove the old CCTV item from the assets register and replace it with the new CCTV system approved for Blaby Civic Centre.

**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.122 10. TO CONSIDER SUBSCRIPTIONS:-**

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

The NALC & LRALC annual membership is due for renewal priced at £727.14, £338.72 for NALC Membership & £388.42 for the LRALC membership.

**RESOLVED:** Accept the 1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018 membership renewal fee for NALC £388.42 & LRALC £388.42. total price of £727.14.

**S/P.123 11. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY**

**a) General Policy 18 – Closed Circuit Television (CCTV) Management & Operation**

Members considered the General Policy 18 – Closed Circuit Television (CCTV) policy.

**AGREED:** Adopt the General Policy 18 – Closed Circuit Television (CCTV), proposed by Cllr. Mrs M Broomhead and seconded by Cllr. Mr. Mr. M Sheikh.

**S/P.124 12. CHAIRMAN'S TIME**

Thank you all for attending.

**MEETING CLOSED: 7.44PM**