

MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
held at Blaby Civic Centre, 22-24 Leicester Road, Blaby
at 7pm on Tuesday, 18th May 2021

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

S/P.353 1. ELECTION OF CHAIRMAN FOR THE COMING YEAR

The following member has nominated herself and has been nominated for the position of Chairman of the Staff, Policy & Finance committee for 2021/22.

- Miss Michelle Small

Cllr Miss Small

I would like to put myself forward to be Chair of the Staff, Policy and Finance committee.

I feel I would like the opportunity to Chair this committee for a whole year. I have only chaired the one meeting and I felt that I have improved since this. I feel that I have played a key part in recent changes of Staff and I would like to oversee the new starters with passing their probation period.

RESOLVED: Miss M Small is elected Chairman of the Staff, Policy & Finance committee for 2021/22.

S/P.354 2. ELECTION OF VICE-CHAIRMAN FOR THE COMING YEAR

The following member has been nominated as Vice-Chairman of the Staff, Policy & Finance committee for 2021/22.

- Mr Graham Harding

RESOLVED: Mr G Harding is elected Vice-Chairman of the Staff, Policy & Finance committee for 2021/22.

S/P.355 3. APOLOGIES FOR ABSENCE

No apologies for absence have been received.

S/P.356 4. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT

The following disclosure of interest is made: -

Miss M Small

Agenda Item 14a

Personal

S/P.357 5. STAFFING MATTERS

a) Administration Assistant

9 interviews for the Administration Assistant’s role were conducted on Tuesday, 11th May 2021.

The successful candidate has accepted the role and will start on Tuesday, 1st June 2021.

Both the manager and admin assistant will be on annual leave from Monday, 9th August to Friday, 13th August 2021 so the office will be closed for the 5 days.

b) Senior Groundsman

The Senior groundsman has been on the sick since Monday, 17th May 2021 and at the moment we are unsure when he will be able to return to work.

c) Staff Wellbeing - Office Revamp

Members discussed purchasing new furniture for the main office to help to give it a happy environment feel.

RECOMMENDATION TO COUNCIL: The manager is given delegated powers to purchase new office furniture, desks, chairs, storage cupboards, plants etc. up the value of £2,500.00. Funds are to be taken from the EMR – New & Replacement Equipment Savings Account.

S/P.358 6. TO RECEIVE & CONSIDER STAFF APPRAISALS

All members have been issued with a copy of the following staff appraisals: -

- Mrs Vicki Jepson – Manager
- Mr Michael Scriven – Senior Groundsman
- Mr Neil Pullen – Full-time Groundsman
- Mr Allen Upton – Part-time Groundsman

AGREED: Members are happy to accept these appraisals.

S/P.359 7. TO REPORT UPDATE ON STAFF TRAINING

The manager has successfully completed a 4-day virtual Managing Safely training course which is approved and validated by the Institution of Occupational Safety and Health in association with the Councils appointed Health & Safety company, Ellis Whittam.

S/P.360 8. TO CONSIDER QUOTATIONS RECEIVED FOR THE COUNCIL’S IT SUPPORT

All members have been issued with quotations for the Councils IT support.

Quotation 1	Quotation 2
Symantec Cloud Email Safeguard x 3 = £6.27 Office 365 Premium x 3 = £28.20 Contract Supported Active Directory Server = £100.00 Contract Support Client System = £50.00	Costing: - The following costings are based on protecting 6 Devices (2 x PCs, 2 x Laptops, 2 x Servers) and also 3 email accounts with one of them being a shared mailbox (Events) not needing a full Office 365 License. Bitdefender Cloud Security - £8.88 p/m Bitdefender Email Security - £3.60 p/m

<p>Saas Backup for Microsoft Office 365 = £7.20 Exclaimer of Office 365 = £2.91</p>	<p>Microsoft 365 Business Standard - £18.80 p/m Exclaimer Cloud Signatures for Office 365 - £2.91 p/m Total Monthly Charge payable to Inty - £34.11 + vat</p> <p>These are on a rolling monthly basis so we can add/remove licenses if/when needed.</p> <p>(Office 365 would be transferred direct to a company called Inty, the benefit of this is if the Parish Council wished to change their IT provider in the future, the Council would always have control of their own 365 account and billing).</p> <p>Support Costs On top of the above we would charge £140 + vat per month for support.</p> <p>This would include all telephone, email and remote support. The only time we would charge in addition to this would be for onsite visits for installation.</p> <p>Setup Costs In order for us to implement the changes to allow us to take over the network and also to change the password to ensure our current IT provider no longer has remote access, we would need approximately 4-6 hours to complete this, this will be both onsite and offsite work. The cost of this is £300 + vat and can be spread over the 12 months or paid upfront, whichever suits you.</p> <p>We would love to work with you and Blaby Parish Council so if you have any questions or if we need to “tweak” anything, please do let us know.</p>
<p><u>Total Per Month = £194.58 + VAT</u></p>	<p>Total Per Month Inty = £34.00 + VAT Total per Month for Support = £140.00 + VAT <u>Total Monthly Costs = £174.11 + VAT</u></p> <p>Plus, the one-off setup fee of £300.00 + VAT</p>

RESOLVED: Accept quotation number 2 for the Councils IT support, this contract will begin on the 1st September 2021 for a 12-month contract as we have a 3-month cancellation contract with our current supplier.

S/P.361 9. TO REPORT UPDATE ON BLABY CIVIC CENTRE TENANTS

Members considered the hire fees for the Acorn room at the Civic Centre: -

- **Acorn Room**

One Year Contract = £1,100 + VAT per month.

Two Year Contract = £1,050 + VAT per month.

Three Year Contract = £1,000 + VAT per month.

RESOLVED: Accept the above monthly fees for the lease of the Acorn room.

AGREED: Advertise the lease of the Acorn room.

S/P.362 10. TO CONSIDER ROOM HIRE FEES

Members considered the current room hire fees for the following meeting rooms: -

- Northfield Room

RESOLVED: Up to 8 people = £10 + VAT per hour

- Oakfield Room

RESOLVED: Up to 50 people = £25 + VAT per hour

- Acorn Room (if not leased out)

RESOLVED: Up to 50 people £25 + VAT per hour

- Out of Hours Charge

RESOLVED: Charge an additional £10 for the Opening & Closing of the Civic Centre for out of hour meetings.

S/P.363 11. TO CONSIDER THE SALE OF THE TRAILER

In June 2018 we purchased a Lfor William Trailer (LM 105G HD SW Sides 8' Skids & PS) which we paid £2,640 for but we no longer use it.

RESOLVED: The manager is given authority to sell the trailer for the best price.

S/P.364 12. TO RE-CONSIDER THE PURCHASE OF A REPLACEMENT COUNCIL VEHICLE

Back in December 2020 it was agreed we could purchase a replacement vehicle which was priced at £12,995 + VAT but due to the pandemic the vehicle is no longer available.

This new vehicle will replace the Nissan Cabstar and we would expect to either do a part exchange or sell it privately.

RECOMMENDATION TO COUNCIL: The manager is given delegated authority to purchase a replacement vehicle up to the sum of £20,000. Funds are to be taken from the EMR – Vehicle Replacement Savings account.

RESOLVED: The manager is given delegated authority to sell or part exchange the Nissan Cabstar.

S/P.365 13. TO CONSIDER ON-STREET RESIDENTIAL CHARGEPOINT SUPPORT

Members have been issued with correspondence received from Blaby District Council's Green Officer with regards to On-Street Residential ChargePoint Support.

The Office of Zero Emission Vehicles has recently announced a further £20million to the On-street Residential Charge-point scheme. This is now open to local authorities, Parish and town Council's to apply for funding.

AGREED: The committee do not wish to apply for this funding.

**S/P.366 14. TO CONSIDER GRANT APPLICATIONS: -
a) Blaby Bowls Club**

All members have been issued with correspondence from the Blaby Bowls Club as they are looking for support to purchase some equipment and wondered if the Parish Council has any funding that could contribute towards it?

Members completed the grant application checklist but unfortunately the application was not successful.

As members feel the funds are for a good cause they have **RESOLVED** to donate £200 towards this request.

**S/P.367 15. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR
INFORMATION ONLY – None.**

S/P.368 16. CHAIRMAN'S TIME

Thank you all for attending and its lovely to be back doing face to face meetings once again.

MEETING CLOSED: 7.42PM