

MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
held at Blaby Civic Centre, 22-24 Leicester Road, Blaby
at 7.00pm on Tuesday, 21st February 2017

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

S/P.097 **1. APOLOGIES FOR ABSENCE – None.**

S/P.098 **2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT – None.**

S/P.099 **3. TO CONSIDER STAFFING MATTERS:-**

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 BPC45).

a) Events / Admin Clerk

A meeting has been held between Miss Lett's, Mr Geoff Willcox (Chairman of Staff, Policy & Finance Committee) & the manager on Friday, 3rd February 2017. This was Miss Lett's 6 month probationary review and the report is noted.

RESOLVED: Miss Lett's is to be established as a permanent employee of Blaby Parish Council for her role as Events / Admin Clerk as of the 1st March 2017.

S/P.100 **4. TO REPORT UPDATE ON EMERGENCY LIGHT, FIRE ALARM & INTRUDER ALARM - ANNUAL INSPECTION**

All members have been issued with a report regarding the annual maintenance checks for the emergency lights, fire alarm and intruder alarm at Blaby Civic Centre in December 2016.

1. Fire Detection and Alarm System Inspection & Servicing
General condition – Good. The next inspection is due in 6 months' time (June 2017).

2. Emergency Lighting Periodic Inspection & Testing
6 emergency lights have been replaced as they failed the test, 25 bulbs were replaced
The next inspection is due in 6 months' time (June 2017).

3. Intruder Alarm
The intruder alarm was inspected and found to be inadequate for the size of the building due to the lack of sensors.

Members considered the following quotations for a replacement wireless intruder alarm:-

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>	<u>Quotation 4</u>
<p>Control panel of 28 zones. This will be located in a place of the existing remote panel in the Parish Office a remote keypad will be located in the main Reception. The system will need to be connected to the existing telephone line.</p> <p><u>The intruder alarm system - £1,280.00</u></p> <p>Yearly maintenance visit - £85.00</p> <p>Consumables (detector batteries) - £3.00</p>	<p>Supply and installation of an Audible 'Wireless' Intruder Alarm System in accordance with PD6662:2010 + IA 1501:2015 grade 2 X.</p> <p><u>Installation Cost: £1,225 + VAT (Inc. 1st year Warranty and 1st year Maintenance Visit)</u></p> <p><i>Annual Maintenance Cost: £85 + vat. (1 x visit per year and Inc. of detector battery change)</i></p>	<p>The system will be controlled by a 48 zone Control Panel. Alarm circuits will be wired via strategically placed Boxed Expanders, capable of receiving signals from 8 zones each.</p> <p><u>Wireless option:-</u> To supply, install, test and commission the Intruder Alarm System</p> <p><u>£2,623.00 ex VAT</u></p> <p>Standard Annual Maintenance based on 2 visits per annum:-</p> <p><u>£360.00 ex VAT</u></p>	<p>Full specification will be made available on request; the quotation is based on the information supplied and subject to a site visit and design review.</p> <p>Cost Summary £1,355.40+VAT</p> <p>£90.00+VAT Service support level 2. 1 visit per annum</p>

RESOLVED: Accept quotation number 2 for the purchase and installation of an intruder alarm for Blaby Civic Centre priced at £1,225.00 + VAT.

S/P.101 5. TO CONSIDER VALUATION OFFICERS REPORT

HMRC is in the process of updating the rateable values of all business properties. Rateable values are used by local councils to calculate business rates, and business rate bills will be calculated using the new rateable values from 1st April 2017.

RESOLVED: Members agreed as of the 1st April 2017 to reduce the monthly lease fee for the businesses to pay their own business rates rather than it being included in the monthly rent.

S/P.102 6. TO CONSIDER BLABY CIVIC ROOM HIRE/LEASE FEES & ROOM HIRE BOOKING FORM

a) To Consider Room Hire Fees

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

Ground Floor

Northfield Room - Up to 8 people = £8 + VAT per hour

First Floor

Grey Room – Up to 8 people = £8 + VAT per hour

Tawny Room – Up to 8 people = £8 + VAT per hour

Snowy Room – Up to 12 people = £12 + VAT per hour

Acorn Room – Up to 50 people = £15 + VAT per hour

RESOLVED: No changes are to be made to the above hourly room hire fees.

b) To Consider the Room Hire Booking Form

Members considered the current room hire booking form.

RESOLVED: No amendments are required to the room hire booking form.

c) To Consider Room Lease Agreements & Fees

Members considered the current vacant office lease fees, the current monthly fees include gas, electric, water & business rates but no telephone or internet as these are billed directly to the renting organisation:-

Tenancy Agreement

AGREED: All new tenants are offered a 12 month contract after that if they wish to continue their lease the following term fees apply:-

Term

1 year agreement at the current rates

Up to a 2 year agreement at the current rates

3rd year there will be an increase of £25.00 + VAT per room to the above agreed / current rates.

RESOLVED: The monthly rental fees are to be reduced in line with the new business rate calculations.

S/P.103 7. TO CONSIDER THE CIVIC CENTRE

a) Vacant Rooms

It is reported we are currently advertising our vacant meeting rooms by the following methods:-

- Parish Council Website
- Banner on the front building railings
- Reign Commercial Estate Agent

RESOLVED: Write to Reign Commercial Estate Agent and terminate the contract.
RESOLVED: The manger is given delegated powers to appoint a new Commercial Estate Agent to advertise all of the vacant meeting rooms.

b) Car Park

Members considered the amount of car parking spaces required when all of the meeting rooms are occupied at the Civic Centre, even though it appears we have 2 large car parks space wise there is an issue.

It is proposed to install an automatic barrier with access control equipment at the front car park, this barrier will allow automatic access into the car park but not out, a notice is to be displayed stating the car park is for Private and for Parish Council business only, any unauthorised vehicles will incur a penalty cost for their vehicle to be removed.

AGREED: Members feel an automatic barrier with access control system is a good idea for the front Civic Centre car park and further quotations are required to be sourced.

c) CCTV at Blaby Civic Centre

The Councils CCTV needs to be upgraded and additional cameras are required.

RESOLVED: Seek quotations for replacement CCTV at the Civic Centre.

S/P.104 8. TO CONSIDER GRANT APPLICATIONS:-

a) Citizens Advice Leicestershire

Members have been issued with correspondence and the most recent audited accounts received from Citizens Advice Leicestershire who is requested grant funding.

Citizens Advice Leicestershire provides free and independent advice services in the Leicestershire districts of Blaby, Oadby & Wigston, Melton, Harborough, Hinckley & Bosworth and North West Leicestershire.

RESOLVED: Members proposed instead of offering a grant fund we are to offer the Citizens Advice Leicestershire the use of a meeting room once a week free of charge to assist Blaby residents.

S/P.105 9. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY – None.

S/P.106 10. CHAIRMAN'S TIME

Thank you very much for attending.

MEETING CLOSED: 8.10PM