

MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
held at Blaby Civic Centre, 22-24 Leicester Road, Blaby
at 7.00pm on Tuesday, 31st July 2018

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

S/P.196 1. APOLOGIES FOR ABSENCE

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

**S/P.197 2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS
FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT –**
None.

S/P.198 3. TO CONSIDER EMPLOYEES PAY AND CONDITION OF WORKING

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 BPC47).

All members have been issued with a copy of the Blaby District Council & Society of Local Council Clerks salary scales.

AGREED: Members considered staff salaries and the report is noted.

Job Evaluation

Members feel that all job posts should have a job evaluation carried out.

RESOLVED: Appoint an organisation to carry out a job valuation for all posts apart from the manager and receptionist as they have already had a job evaluation carried out within the last couple of years.

RESOLVED: Once the job evaluations have been completed members of staff will be informed that their salaries will be in line with pay scales rather than spiral points and once reached their highest pay scale spiral point no further increases will be made other than the government living wage increases which are awarded.

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

S/P.199 4. TO CONSIDER LIFT SERVICE AGREEMENT QUOTATIONS

The lift's annual service is due to be carried out in September priced at £125.00 + VAT plus parts if required.

RESOLVED: Accept the annual lift service quotation priced at £125.00 + VAT.

S/P.200 5. TO CONSIDER AUTOMATIC DOOR SERVICE CONTRACT QUOTATION

The automatic doors annual service is due to be carried out in September priced at £160.00 + VAT.

RESOLVED: Accept the quotation of £160.00 + VAT for the automatic door’s annual service.

The fire alarm in the loft was recently activated due to the very hot weather and an engineer was required to be called out.

RESOLVED: Accept the engineer call out charges for the automatic front doors as follows:-

- 1 x Initial call out cost (this will include the first hour of labour) @£82.00 +VAT
- 1 x Zone 2 mileage charge @£20.00 +VAT
- Total cost for callout = £102.00 +VAT

AGREED: Seek quotations for approximately 4 vented roof tiles to be fitted to the Civic Centre roof.

S/P.201 6. TO CONSIDER ELECTRIC GATE SERVICE CONTRACT QUOTATION

The electric gates annual service is due to be carried out in August, no quotation has yet been received but last years’ service was priced at £115.00 + VAT.

RESOLVED: Accept the quotation once received from the electric gate company for its annual service.

S/P.202 7. TO CONSIDER QUOTATIONS RECEIVED FOR BLABY CIVIC CENTRE ELECTRICAL WORKS

Members considered the following quotations received for additional electrical sockets to be added to the trunking in the Parish Council offices.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>
Supply and install 8 x twin sockets in the existing dado trunking.	To supply and install 8 x additional twin 13amp switched socket outlets on a new circuit within the dado trunking	No quotation received.
<u>TOTAL PRICE</u> <u>£350.00</u>	<u>TOTAL PRICE</u> <u>£522.00 + VAT</u>	

RESOLVED: Accept quotation number 1 for electrical works to be carried out in the Parish Council offices priced at £350.00.

S/P.203 8. TO RECEIVE COUNCIL INSURANCE QUOTATION

All members have been issued with the council’s insurance quotation priced at £5,931.86 for the period between 1st September 2018 and the 31st August 2019. This takes into consideration the Council’s long-term agreement discount which expires on 31st August 2020.

RESOLVED: Accept the councils insurance quotation priced at £5,931.86 for the cover from 1st September 2018 to 31st August 2019.

S/P.204 9. TO CONSIDER UTILITY BILLS

All members have been issued with correspondence from the council's electricity supplier where we have received several large bills. The supplier is saying these are from estimated catch up bills over a period of time.

RESOLVED: Pay the following outstanding electricity bills:-

- Northfield Park - £1,657.06
- Blaby Civic Centre - £1,205.53

S/P.205 10. TO CONSIDER WEBSITE SSL CERTIFICATE

Members considered correspondence received from our current website provider and domain name supplier with regards to purchasing a secure sockets layer (SSL) certificate.

It is reported that from July 2018, the Chrome browser will be marking sites without a SSL certificate as "Not Secure". This may damage user's confidence in that site, although our website won't be blocked or inaccessible. As a result many website agencies are recommending that their customers arrange to have an SSL certificate for their website.

Our website provider doesn't manage Blaby Parish Councils domain name but they would strongly recommend we have our website upgraded to SSL as soon as possible.

They have suggested the following two options for members consideration:-

1) Move our domain (blabyparishcouncil.org) to our current website provider then the SSL certificate will be provided free of charge

- Transfer domain in - £75 + VAT (one off fee)
- Renew, host and manage the domain - £35 + VAT per year
- SSL Certificate - Free of charge.

2) Leave your domain with the existing supplier.

- Setup (certificate and configuration) - £150 + VAT (one off fee)
- SSL Certificate management - £35 + VAT per year.

Our current domain name provider says they could provide an SSL certificate priced at £40.00 for a 12 month period.

RESOLVED: Purchase a 12 month SSL certificate from the councils current domain name provider priced at £40.00.

S/P.206 11. TO CONSIDER POLICIES:-

a) Draft Health & Safety Policy

Members reviewed the draft Health & Safety Policy supplied by the councils health & safety support company.

AGREED: The document needs to be amended to be more council relevant rather than business related.

b) Draft Company Health & Safety Handbook

Members reviewed the draft Health & Safety Handbook supplied by the councils health & safety support company.

AGREED: The document needs to be amended to be more council relevant rather than business related.

c) NALC - Model Standing Orders 2018

Members considered the National Association of Local Councils (NALC) revised model Standing Orders.

The new model standing orders incorporate or reference new legislation introduced after the last model standing orders were published in 2013.

AGREED: Adopt the revised National Association of Local Councils (NALC) model Standing Orders as of the 1st August 2018.

S/P.207 12. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY – None.

S/P.208 13. CHAIRMAN'S TIME

Thank you all for attending.

MEETING CLOSED: 8.28PM