

MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
held in the Oakfield Room, Blaby Civic Centre, 22-24 Leicester Road, Blaby
at 7pm on Tuesday, 17th August 2021

PRESENT: Miss M Small (Chairman),
Mr P Akroyd, Mrs M Broomhead, Mr M Wareham, Mrs S McFadden, Mrs S Clifton
(Admin Assistant) & Mrs V Jepson (Manager).

S/P.374 1. APOLOGIES FOR ABSENCE

Apologies for absence are received from Cllr Mr Harding & Cllr Mrs Skeemer the reasons for which are approved.

S/P.375 2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT -
None.

S/P.376 3. STAFFING MATTERS

a) Full Time Ground Staff Vacancy

On Thursday, 5th August interviews were conducted by Cllr Mr Harding, Mr Scriven (Senior Groundsman) & Mrs Clifton (Admin Assistant).

There were no successful applicants for the role of full-time groundsman.

AGREED: Advertise with the local job center, pay to be competitive depending on experience.

RESOLVED: Pay scale is between scale 1 -15 from the Blaby District Council Salary Scales.

RESOLVED: Delegated powers are given for the interview panel and the manager to agree the Blaby District Council, pay scale between scale 1 – 15 for this full time role.

b) Incentive

At the 20th July, Staff, Policy & Finance committee meeting the following was discussed:-

Members considered a 2-year working incentive could be introduced which could include a moderate start pay but after 2 years services a pay incentive is awarded.

AGREED: Add this item to the August, Staff, Policy & Finance committee agenda for further consideration.

AGREED: Members felt a competitive rate of pay should be paid from the first day of employment and not to include any additional incentive scheme.

c) Eviction & Court

Members are informed about an email which has been received from a local resident who wishes to seek legal redress in the courts for some of the recent allotment tenants evictions.

The resident has asked for the manager and Cllr Mr Wareham to forward any dates between now and February 2022 when they would be either on holiday or on other business and unable to appear in court.

AGREED: Reply to the local resident stating that if this information is required it will only be given on receipt of official documentation from the resident's solicitor and that no further correspondence is to be conducted with this resident due to the threat of court action.

S/P.377 4. TO REPORT UPDATE ON THE COUNCIL'S WEBSITE

The new Council logo has been received in several formats, both in black & white and full colour. The trademark registration may take up to 4 months to be approved, in the meantime the logo can be used without the trademark symbol.

The new website is currently being built and the content being transferred over. The site framework is almost complete and now that the branding has been finalised the content will be transferred from the old site ready for checking and approval.

S/P.378 5. TO CONSIDER CIVIC CENTRE ALARM AUTO DIALLER SYSTEM QUOTATION

The Civic Centre intruder alarm does not currently have a auto dialler connected, a quotation has been received priced at £264.00 + VAT to supply and install a GJD Auto dialler, this device requires a SIM card which should be supplied by the end user.

DECLINE: Members declined to accept the quotation for a auto dialler connector for the Civic Centre alarm system as they do not think it is necessary.

S/P.379 6. TO CONSIDER BLABY CIVIC CENTRE CCTV

The CCTV system we are currently using is dated and very time consuming to download images.

Members have been issued with a quotation for a replacement recorder priced at £282.00 plus installation and VAT.

RESOLVED: Accept the quotation priced at £282.00 + VAT and installation for a replacement recorder.

S/P.380 7. TO REPORT UPDATE ON COUNCIL VEHICLES

Nissan Cabstar Replacement

With the need to purchase two replacement vehicles as the Nissan Cabstar MOT is due to expire on the 27th September 2021 and the road tax is due on the 1st September 2021, we are looking at purchasing either a new Isuzu Truck or a Nissan Cabstar.

The basic cost to have this on the road is £24,995.00 + VAT (£4,999) + £330 (£275 for 12 months road tax and £55.00 initial registration fee).

We have been offered a trade in value for the Nissan Cabstar without an inspect of £2,800.00, this price may change on inspection.

Citroen Belingo Replacement

The Berlingo MOT runs out on the 18th September and the road tax on the 31st August 2021.

We are looking for a small secondhand vehicle to replace the Berlingo which are priced between £6,000.00 - £7,000.00 + VAT.

RESOLVED: The manager is given delegated powers to purchase two vehicles as required.

S/P.381 8. TO CONSIDER BLABY CIVIC CENTRE OFFICE SPACE

a) Grey Room

Go Kart Party UK Ltd will be vacating the Grey Room on the 31st August 2021 when MID.point Security Systems Ltd will be taking over the tenancy on a 3 year contract at a monthly rental fee of £350.00 + VAT.

MID.point Security Systems Ltd are interested in purchase some of the Parish Council office furniture which is no longer required.

RESOLVED: The manager is given delegated powers to sell or dispose any excess office furniture.

b) Acorn Room

New tenants are due to take over the Acorn Room for a period of 3 years, the company is called Fairford Accountants Limited, the rental rates agreed are:-

Year 1 contract = £775.00 + VAT per month

Year 2 contract = £775.00 + VAT per month

Year 3 contract = £800.00 + VAT per month

The following questions have been asked by the new tennats:-

1) Could we paint the walls Grey and White

AGREED: Yes the new tenant can re-paint the walls but it will need to be returned to its original colour at the end of their tenancy.

2) Can the curtain rail be removed?

AGREED: Yes the groundstaff will remove the curtain rail.

3) Can the projector screen and overhead rail be removed?

DECLINE: The projector screen can be rolled up but will not be removed from the wall and the overhead plug sockets in the ceiling need to remain in place.

4) They would like to have extra sockets placed on the walls

AGREED: The tenant can appoint a qualified electrician to install additional plug sockets at their own cost but the Parish Council would need to issued with a copy of the electrical certificates.

5) Can they change the name of the room from Acorn to Suite 4?

DECLINE: No, the room is to remain named as the Acorn Room.

c) Northfield Room – Hot Desk

Members are asked to consider changing the Northfield Room from a meeting room to a Hot Desk room.

The benefit to providing a hot-desk is to increase income, a temporary dedicated workspace is offered for professionals to work in an office environment as and when required, hired out on an ad hoc basis by the hour, ½ day or full day without the commitment of renting

To increase income we can provide at a cost, stationary, photocopying, laminating, printing, binding Flipchart

Buffets & Lunches, Tea, Coffee, Water & Biscuits per person.

d) Room Hire: Parish Council Meeting Room

RESOLVED: The following fees are to be applied for the hire of the Northfield Room Hot Desk room and the Oakfield Room.

Northfield Room

- £15.00 + VAT per hour
- £25.00 + VAT half day rate
- £35.00 + VAT full day rate
- Tea, Coffee Water & Biscuits £1.50 per serving

Oakfield Room - (Up To 50 seated with no tables)

- £25.00 + VAT per hour plus Tea, Coffee Water & Biscuits £1.50 per serving
- £65.00 + VAT - Half Day Rate includes 1 x serving of Tea, Coffee Water & Biscuits per person
- Full Day Rate £85.00 + VAT – Full Day Rate includes 2 x servings of Tea, Coffee Water & Biscuits per person

Any existing tenants wishing to hire the above rooms will be charged at a reduced rate of 50% (due to insurance purposes drinks will provided by Blaby Parish Council)

Rules

- Meeting Rooms for hire at convenience to the Council's Staff.
- If a Member of Council is on the premises on the evening they may be given the responsibility for locking/unlocking the premises and setting the alarm.

S/P.382 9. TO CONSIDER DISCLOSURE AND BARRING SERVICES PROCEDURE

Consideration is given that all Staff and Councillors should hold a current up to date DBS certificate, either a standard or Enhanced certificate.

The cost for a basic Standard clearance is £23.00, Enhanced clearance is £40.00.

Clearance can be made via Blaby District Council through their umbrella agency for an extra charge of £10.00 admin charge per applicant this applies for Standard and Enhanced checks.

As Councillors are volunteers, there would be no clearance charge, just the £10.00 admin fee as Councillors should qualify for free of charge rate as they do not benefit financially.

RESOLVED: All staff & councillors are to have an Enhanced DBS check, paid for by the Parish Council.

S/P.383 10. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY

a) Council & Vehicle Insurance

Our current insurance expires on the 31st August 2021.

Members have been issued with a quotation from our current insurance provider, a further quotation was due to be received but has yet not arrived.

RESOLVED: The manager is given delegated powers to appoint an insurance company on behalf of the Parish Council and the Councils vehicles, the insurance can be up to a 3 year contract.

S/P.384 11. CHAIRMAN'S TIME

Thank you all for attending.

MEETING CLOSED: