

MEETING OF THE STAFF, POLICY & FINANCE COMMITTEE
held in the Oakfield Room, Blaby Civic Centre, 22-24 Leicester Road, Blaby
at 7pm on Tuesday, 16th August 2022

PRESENT: Mr G Harding (Chairman),
Mr P Akroyd, Ms L Bolton, Mrs M Broomhead, Mr G Harding, Mrs S McFadden,
Miss M Small, Mr M Wareham, Mrs S Clifton (Admin Assistant), Mrs V Jepson (Manager) &
1 parishioner.

S/P.427 1. APOLOGIES FOR ABSENCE

Apologies for absence are received from Cllr Mrs Skeemer the reason for which is approved.

S/P.428 2. TO RECEIVE MEMBERS DISCLOSURES OF INTEREST & REQUESTS FOR DISPENSATIONS IN ACCORDANCE WITH THE CODE OF CONDUCT

Mr G Harding	Agenda Item 14	Personal
Mr M Wareham	Agenda Item 5	Personal & Prejudicial.
Mr M Wareham	Agenda Item 11	Personal & Prejudicial.

S/P.429 3. TO CONSIDER STAFFING MATTERS, PAY AND CONDITION OF EMPLOYMENT

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 BPC67).

The administration assistant left the meeting for the following agenda item.

a) Staffing Matters

All members have been issued with an emailed report from the manager and Cllr Mrs Skeemer as she is unable to attend the meeting along with staff salary details.

AGREED: The report is noted.

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

b) Staff Training

Full-Time Groundsman - Playground Inspection

The full-time groundsman Mr Hetherington attended and passed the Introduction to Playground Inspections training course on Thursday, 19th May 2022.

S/P.430 4. TO CONSIDER QUOTATION OF 2 X VEHICLE LOGO SIGN WRITING

Members considered the following quotation to have the Parish Council logo and contact details supplied and fitted to both council vehicles.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>	<u>Quotation 4</u>
To supply and fit Parish Council logo to both the doors and bonnet of the Isuzu truck	To supply and fit Parish Council logo to the doors only for the partner van	To supply and fit Parish Council logo to both side panels and back door for the partner van	To re draw the Parish Council logo to a higher resolution, this is a one of charge
£124.50 + VAT	£89.00 + VAT	£138.00 + VAT	£70.00 + VAT

RESOLVED: Accept quotation 1, 3 & 4 to supply and fit the Parish council logo to both doors and bonnet of the Isuzu truck priced at £124.50 + VAT and to supply and fit the Parish logo to both side panels and back door of the Peugeot Partner van priced at £138.00 + VAT and to re-draw the Parish Council logo to a higher resolution priced at £70.00 + VAT.

S/P.431 5. TO CONSIDER QUOTATION FOR REPLACEMENT EMERGENCY LIGHTS AND FIRE EXTINGUISHERS

Members considered the following quotations for the Fire alarms and Emergency lighting annual service on 4 sites including the remedial work required.

<u>Quotation 1</u>	<u>Quotation 2</u>
Annual Maintenance Fire alarm & Emergency lighting servicing one visit per year	Annual Maintenance Fire alarm & Emergency lighting servicing one visit per year
Two visits to the Civic Centre Remedial work required on the Emergency lighting and fire extinguisher	Remedial work required on the Emergency lighting and fire extinguisher
£1,074.50 + VAT	£1,441.00 + VAT

RESOLVED: Accept quotation number 1 for the annual maintenance Fire alarm & Emergency lighting servicing one visit per year. Two visits to the Civic Centre Remedial work required on the Emergency lighting and fire extinguisher priced at £1,074.50 + VAT.

<u>Quotation 1</u>	<u>Quotation 1</u>
To supply & install 2 x stairway emergency lights at Blaby Civic Centre.	To supply & install 2 x stairway emergency lights at Blaby Civic Centre.
£148.30 (No VAT)	Declined to Quote

RESOLVED: Accept quotation number 1 to supply and install 2 x stairway emergency lights at Blaby Civic centre priced at £148.30.

S/P.432 6. TO CONSIDER QUOTATIONS FOR PANIC ALARM BUTTONS TO BE FITTED

Members considered the following quotations to supply and install panic buttons to the Parish Council office.

<u>Quotation 1</u>	<u>Quotation 2</u>	<u>Quotation 3</u>	<u>Quotation 4</u>
<p>Portable wireless Dual push panic alarm Supply and program 2 x wireless portable panic alarms onto existing intruder alarm. Annual Maintenance Charge Intruder Alarm System</p> <p>£304.00 + VAT</p>	<p>Fixed wireless assistance Supply install and program 2 x wireless fixed assistance buttons onto the existing intruder alarm system (client to advise of button positions) Annual Maintenance Charge Intruder Alarm System</p> <p>£379.00 + VAT</p>	<p>Portable wireless panic alarms Supply and install two wireless panic alarms Supply and install two wired panic alarms Annual alarm system maintenance</p> <p>£280.00 + VAT</p>	<p>Fixed wireless assistance Supply install and program 2 x wireless fixed assistance buttons onto the existing intruder alarm system (client to advise of button positions) Annual alarm system maintenance</p> <p>£340.00 + VAT</p>

RESOLVED: Accept quotation number 2 to supply, install and program 2 x wireless fixed assistance buttons onto the existing intruder alarm system and the annual maintenance charge Intruder Alarm System priced at £379.00 + VAT.

S/P.433 7. TO CONSIDER QUOTATION TO CONNECT INTRUDER ALARM TO THE INTERNET

All members have been issued with quotations to connect the existing Civic Centre alarm system to the network for remote APP interrogation.

Quotation 1	Quotation 2
<p>Connection of the existing Intruder Alarm System to the Network for remote APP interrogation.</p> <p>Install a WiFi 'Wireless' Dongle to the existing Intruder Alarm system.</p> <p>System to consist of: -</p> <ul style="list-style-type: none"> • Install and connect an Eaton Scantronic 'Wireless' WiFi Module to the existing Intruder Alarm control panel. • Download the Eaton Scantronic control APP to client's phones as required and instruct on use. 	<p>Connection of the existing Intruder Alarm System to the Network for remote APP interrogation.</p> <p>To install a WiFi connection to the alarm system, program phones, tablets and other devices and give full demonstration on use.</p>
<p>TOTAL SUPPLY AND COMMISSION COST - £180.00 + VAT</p>	<p>TOTAL SUPPLY AND COMMISSION COST = £60.00 + VAT</p>

RESOLVED: Accept quotation number 1 to connect the existing Intruder Alarm System to the Network for remote APP interrogation. Install a WiFi 'Wireless' Dongle to the existing Intruder Alarm system, priced at £180.00 + VAT.

S/P.434 8. TO CONSIDER THE COUNCIL'S BANK ACCOUNT

Members considered if to investigate changing the Council's bank, currently the council use HSBC for their banking but as the local branch has closed any banking is done at the local post office.

RESOLVED: The Council is to remain using HSBC for their banking.

The Public Sector Deposit Fund / CCLA

Members have been issued with documentation from CCLA (Churches, Charities & Local Authorities) which is a mutually owned firm of investment managers, owned by LAMIT (Local Authorities Mutual Investment trust), the Church of England (Central Board of Finance) Investment Fund and the Charities (COIF) Investment Fund.

RECOMMENDATION TO COUNCIL: Members wish to invest £500k into The Public Sector Deposit Fund / CCLA.

S/P.435 9. TO CONSIDER RENEWAL OF PHOTOCOPIER QUOTATION

Our photocopier rental agreement is due to end in September, the Council extended the agreement on the photocopier by an additional 2 years in September 2020 and the rental was reduced to £125 per quarter.

Quotation 1
To extend the agreement for a further 24 months at a rental cost of £103.50 per quarter.
Total £103.50 per quarter

RESOLVED: Accept the rental agreement of 24 months at a cost of £103.50 per quarter.

S/P.436 10. TO CONSIDER COUNCIL AND MOTOR INSURANCE QUOTATION

All members have been issued with a copy of the proposed Council insurance schedule and the motor policy for the next 12 months.

1st September 2022 - Council Insurance quotation = £6,977.72

RESOLVED: Accept the 1 year Council insurance quotation priced at £6,977.72.

1st September 2022 - Motor Insurance x 2 vehicles = £825.64, the breakdown for the vehicles are as follows:-

- Isuzu N.35 125T = £457.17
- Peugeot - Partner Profession = £280.00
- Insurance Premium = £88.47

RESOLVED: Accept the motor insurance quotation for the 2 council vehicles at a total cost of £825.64.

S/P.437 11. TO CONSIDER QUOTATION RECEIVED TO INSTALL AN AIR VENT IN THE SERVER ROOM

Due to the extreme heat the computer server has been overheating as the room temperature itself is too hot.

A quotation has been sourced to supply and fit an air vent and ducting in the server room priced at £46.00.

Quotation 1	Quotation 2
To supply and fit an air vent and ducting in the civic Centre server room.	To supply and fit an air vent and ducting in the civic Centre server room.
Total Cost £46.00	Declined to Quote

Due to the work being required to be carried out urgently the manager has delegated powers and accept the quotation provided and this work has now been completed.

RESOLVED: Accept quotation number 1 to supply and fit an air vent and ducting in the Civic Centre server room priced at £46.00.

S/P.438 12. TO REPORT UPDATE ON THE COUNCIL'S WEBSITE

Members are asked if they are happy with the new website or if there are any issues which need to be addressed?

A couple of members are still having problems when trying to log into the website.

AGREED: Any member who is still having difficulties logging onto the website is to contact the manager who will assist them in resolving this issue.

S/P.439 13. TO CONSIDER COUNCIL POLICIES

All members considered the following council policies:-

- All General Policies – Approved, no amendments are required to be made
- Staff Handbook – Approved, no amendments are required to be made
- Standing Orders – Approved, no amendments are required to be made
- Financial Regulations - Approved, no amendments are required to be made
- Terms of Reference – Approved, no amendments are required to be made
- Code of Conduct - **AGREED:** Add this item to the next agenda once all members have received their code of conduct training during September 2022.

S/P.440 14. TO CONSIDER GRANT APPLICATIONS:-

a) Turner Educational Foundation

All members have been issued with a grant application from the Turner Educational Foundation.

Members considered the Turner Educational Foundation grant request against the councils grant application criteria checklist and approved a grant.

RESOLVED: Members approved a £250 grant for the Turner Educational Foundation.

S/P.441 15. CORRESPONDENCE RECEIVED AFTER ISSUE OF AGENDA: FOR INFORMATION ONLY

a) Use of Oakfield Room

Members have been issued with a letter requesting free use of the Oakfield Room on a weekly basis for a coffee morning.

DECLINE: Members considered the request from the Parochial Church Council secretary but declined their request even though members agree with the concept of the coffee morning as they have to take into account the Civic Centre is a government building and there are also five other businesses who rent office space in the building.

S/P.442 16. CHAIRMAN'S TIME

Thank you all for attending.

MEETING CLOSED: 8.10PM