

WOODCHURCH PARISH COUNCIL

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MINUTES 199

Minutes of the Ordinary meeting of the Parish Council held on Thursday 7th July 2022

The Chair opened the meeting at 7pm

In attendance:

Cllr Lucy Bramley (LB) (Chair), Cllr Alastair Hukins (AH) (Co-Vice Chair), Cllr Wade Nash (WN) (Co-Vice Chair) Cllr Lucy Quinn (LQ), Cllr Nicola Job (NJ), Cllr Richard Job (RJ) Rob Woods (RW) (Locum Clerk)

1. APOLOGIES FOR ABSENCE and APPROVAL

Apologies received from Cllr Ciaran Molloy, Cllr Eleanor Jones and Cllr Paul Glasgow. (prior commitments) Also Cllr David Robey (KCC) and Cllr David Ledger (ABC) (Action RW to remind members of the protocols on reporting absence)

DECLARATIONS OF INTEREST

None received

Updating of Declarations of Interest for the Code of Conduct – None

2. MEETING ADJOURNED FOR PUBLIC PARTICIPATION AND RECONVENED

No members of the public were present

3. TO RECEIVE A VERBAL REPORT OF THE CHAIR ON THE CHILDREN'S PLAY AREA AND AGREE

The Chair reported verbally on the deterioration of the safety surfacing in the children's play area. Noted that the swings had already been fenced off by the Council following a regular safety assessment. Following a discussion, it was **resolved by unanimous agreement to**

a) **take immediate action to repair the damaged areas subject to budget of £500 maximum and confirmation from the Insurance provider that the work can be undertaken by councillors (Action members and RW)**

b) **examine redress options**

(Action RW to investigate, report back and, if recommended, prepare a draft letter to the contractor for approval by Council)

4. APPOINTMENT OF NEW CLERK

- 1) **TO CONSIDER RECOMMENDATIONS OF THE WORKING GROUP TO**
 - a. **DEFER THE JOB ADVERT, b. RECEIVE APPLICATIONS BY COVERING LETTER/CV AND c. ENDORSE WHERE THE POSITION SHOULD BE ADVERTISED**

Following a long discussion, it was resolved by unanimous agreement to accept the recommendations en bloc subject to an aspiration to have the job advert prepared for Council approval at the next regular monthly meeting

2) TO SEEK COUNCIL OPINION ON a) to g) BELOW, PRIOR TO ANY ADJUSTMENTS TO THE CURRENT JOB DESCRIPTION AND JOB SPECIFICATION

NJ reported that the Working group had identified five key factors that could impact on the Clerk's salary and working hours. Five factors would result in 120 possible options for the full Council to consider. A steer is needed at this stage to allow the working group to focus on its task and speed up the decision making process.

a. THE NEED FOR A FORMAL DELEGATION SCHEME

Resolved:- Agreed unanimously to favour developing a scheme of delegation of responsibility from the Council to The Clerk, Committees and Working groups

b. THE NEED FOR AN OBJECTIVE MEASUREMENT OF THE CLERK'S BASIC SALARY AND WORKING HOURS

Following a discussion, it was resolved by unanimous agreement

a) That the NALC/SLCC starting pay model (below) is used to determine salary range on appointment

SCALE	SCP below substantive range	SCP Substantive benchmark range	SCP above substantive range
LC1	5-6	7-12	13-17
LC2	18-23	24-28	29-32

b) That, based on Woodchurch's needs, an appropriate scale would be LC2 (Spinal

Scale	Size	Meetings pa	Delegated functions	Staff	Budget
LC1	Small or Medium	Up to 6	None	None	<£25k
LC2	Small or Medium	6-12	2	Up to 10	£25k-£250K

Column Points 18-23) This is below the substantive LC2 range due to the limited number of delegated functions, minimal staff management responsibilities (see e) below) and management of a budget at the very lower end of the scale.

c) CONSIDERATION OF ADDITIONAL FACTORS IMPACTING ON THE ROLE

Resolved: Agreed unanimously following a discussion

- i. That CILCA qualification will not be a prerequisite but applicants should be prepared to study for the qualification**
- ii. That the applicant is appointed on a single point on the scale with progression determined by performance review**
- iii. That the starting point on the scale is flexible to accommodate experience and qualifications**
- iv. On current rates the full year budget required would be £7133 to £7922 plus staffing on-costs and an estimate of the 2022/23 pay award.**

d) THE OFFER FROM RW OF MENTORING A NEW CLERK

Resolved: Agreed unanimously that the offer from RW and the current Clerk to mentor a new Clerk is accepted if required

e) SHOULD THE CLERK MANAGE OTHER EMPLOYEES AND COUNCIL ASSETS?

Resolved: Agreed unanimously that the Clerk's contract should include responsibility for the management of staff and Council premises and that this is reflected in the proposed salary.

f) ANY OTHER FACTORS

Resolved: Agreed unanimously

- a) That the Working Group further examines the need for a Staffing Committee to oversee staff performance/wellbeing issues and makes recommendations**
- b) That the applicant continues to manage the local charitable trusts**
- c) That the Clerk continues in the combined role of Proper Officer and Responsible Financial Officer**

g) WORKING HOURS

Resolved: agreed unanimously that the role should be advertised as 45 hours a month subject to review

Action – Clerk Appointment Working Group to make further recommendations on the form of the job advert, job description, job specification, employment contract and interview procedures.

5. TO CONFIRM THE DATE OF THE NEXT MEETING AS 28th JULY 2022 AND AGREE ITEMS FOR THE AGENDA

Confirmed. Items to add – removal of tree debris

6. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

Members commented on the build up and removal of tree debris on The Green
Noted next Clerk Appointment Working Group would be 14th July 2022

There being no further business the Chair closed the meeting at 9.35pm

Signed _____
Chair

Dated _____