

STOKE MANDEVILLE PARISH COUNCIL

Clerk: Mrs Sarah Copley

Telephone: (01296) 613888

**Minutes of the meeting of the Governance and Resources Committee held at the Community Centre,
Eskdale Road, Stoke Mandeville on Tuesday 5th July 2016**

PRESENT: Cllrs D Starr (Chairman), J Hunt, S Kirve, R Swinney, P Wood

Clerk: Sarah Copley

F16/19	APOLOGIES Apologies were received from Cllr Butler. Cllr Clark was absent.	
F16/20	DECLARATIONS OF INTEREST There were no declarations of interest.	
F16/21	MINUTES OF PREVIOUS MEETING The minutes of the Finance and Governance Committee meeting held on 19 th April were agreed as an accurate record and duly signed.	
F16/22	FINANCE MATTERS a) 2016/17 Expenditure The expenditure for the first three months of the year was reviewed and there were no issues raised. It was noted that the majority of the parish improvement plan budget line would be used for the purchase of a bus shelter for Hawkslade.	
F16/23	INSURANCE POLICY The Committee reviewed the insurance policy and the asset register which had been updated with the recent new street lights. The Clerk was asked to submit the asset register to the insurance company to update the value for street furniture and play equipment covered by the policy and to query what was included in the value for "General Content" items.	Clerk
F16/24	POLICIES The committee reviewed the following policies and agreed to recommend to the Council that the minor revisions be accepted: <ul style="list-style-type: none">• Code of Conduct – no amendments• Complaints Policy – no amendments• Publication Scheme – minor amendments• Risk Management Policy – one minor change (committee name) The Clerk was asked to forward the Equality Policy to Cllr Clark for his comments prior to it being submitted to the Council. It was agreed to review staffing policies at the next meeting.	Clerk
F16/25	STAFFING MATTERS a) Staffing Levels The Chairman of the Council had spoken at the last meeting of the Council about the increasing pressures on Parish Councils over the past two or three year with resultant increased workload for the Clerk. Stoke Mandeville had a large population for a village of over six thousand which was not commensurate with the staffing hours provided or in comparison with other Parishes of a similar size. The work of Parishes in future was likely to be increased with more services devolved to parishes from primary authorities.	

	<p>She had proposed to the Council that consideration be given to taking on a part time assistant and this had been referred to the G&R Committee for further consideration. After discussion it was agreed to recommend that the Council appoint a part time Assistant to the Clerk for up to 12 hours a week for which the Clerk would have management responsibility. A draft job description had been tabled and was agreed. It was recognised that careful consideration would need to be given to the management of working space and also the possibility of some home working. The need for further equipment was also noted. The Chairman suggested that this proposal should be taken into account at the time of setting the precept in the autumn.</p> <p>b) Cllr Starr reported that the Clerk's appraisal had not yet been carried out and he agreed to make the arrangements.</p>	
F16/26	<p>ANY OTHER ISSUES FOR INFORMATION</p> <p>Nothing raised under this item.</p>	
F16/18	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting would be Tuesday 18th October at 7.30pm.</p>	

Signed: _____

Date: 18th October 2016