

## NAILSWORTH TOWN COUNCIL

Finance Economic & General Purposes Committee  
Minutes of a meeting held on 7 July 2010

Present: Cllr S Robinson (chairman)  
Cllr P Carter  
Cllr I D Crawley \*  
Cllr N I Kay  
Cllr J R Nicholson \*  
Cllr Mrs S E Thorpe  
Cllr Mrs J M Way  
Apologies: Cllr J A Byrne \* denotes not present for whole meeting

### Review of budget out turn for 2009/10

After discussion it was agreed to **recommend** to Council the following adjustments to the current budget:

Designated funds		
Create new	- Town Hall rear wall	£2500
	- Dunkirk Museum	£1000
Add to existing	- Hazelwood Bungalow	£1300
Revenue expenditure		
Add to	- memorial clock repairs	£ 500
	- KGV field maintenance	£2000

### Report on staff reviews

**RESOLVED** that pursuant to Section 1 (sub section 2) of the Public Bodies (Admission to Meetings) Act 1960 the public be excluded from the meeting during consideration of the following proceedings because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

Cllr Kay reported on the staff review interview he and Cllr Robinson had conducted with the clerk. It was agreed to **record and recommend** the following:

- The clerk would notify the mayor of training courses applicable to her work and the Council would support her requests for relevant training.
- In recognition of the hours regularly worked in excess of the thirty in her conditions of service it was agreed that the clerk's hours be increased to thirty four with effect from 1 April 2010; office hours to remain unchanged.
- Mrs de Lacroix should be assigned additional duties as appropriate (ie energy saving initiatives).
- "Desirable Attribute 1" should be removed from the Job Description which was not relevant as NTC was not aspiring to Quality Council status.
- NTC should meet the cost of membership of Society of Local Council Clerks as this was included in the job description.
- The purchase of a new office chair and scanner should be authorised.
- The clerk to be set a target of completing risk assessments for all buildings, facilities and relevant procedures.

The clerk reported on the staff review interview she had conducted with the groundsman/caretaker of the KGV playing field. The job description fairly covered

the work undertaken although it was not always possible to maintain an even standard due to the vagaries of the climate. It was agreed to **record and recommend** the following:

- Although considered unnecessary the groundsman would check whether his weed spraying certificate required updating.
- New safety shoes and leaf rake to be purchased
- Approve the groundsman's request to resuscitate the old mower which would cope more effectively with the rough mowing around the old allotment area.

#### **Request for clarification of mayoral communications**

It was agreed that in **any communication** with the public, particularly in the case of email communication, councillors **should expressly state** in what capacity they were responding i.e. as an authorised council spokesperson or in a private/personal capacity. The mayor would reinforce this point to members at the July Council meeting. The clerk was asked to reply to the correspondent.

#### **Request to introduce a Dependents Care Allowance**

Cllr Fi Macmillan had asked the council to consider introducing an allowance similar to that offered to SDC councillors. The clerk had spoken to the SDC principal democratic services officer who had advised that as NTC had elected not to join the allowance scheme it would be ineligible to introduce allowances in isolation from the whole package. In the circumstances therefore it was agreed that **it was not possible to take this request further at this time.**

It was agreed to **review** the question of allowances **on an annual basis.**

#### **Consideration of consultation policy with SDC**

Cllr Kay rehearsed developments so far. He had been encouraged by a positive response from about a dozen local councils to his original approach and he was hoping that some of them would support a motion proposed by NTC. In general members felt a consultation document similar to the GCC Charter would be advantageous and that GAPTC was the correct body to progress the initiative. It was agreed to take a decision on the precise wording of an appropriate motion for the GAPTC AGM at the July meeting.

#### **Consideration of grant applications received**

Members agreed to recommend the following grant applications to Council:

Nailsworth Football Club	£250
Shrubberies School	£100

It was decided to defer a decision about an application from the Stroud Valleys Car Club pending the receipt of further information about the Nailsworth vehicle.

#### **Revision of Standing Orders**

Cllrs Crawley and Nicholson had attended the course arranged by GAPTC which had been informative. Subsequently it had become clear that new standing orders would need to have financial regulations attached and as these were currently being updated and were not available yet further work had been deferred for the time being.

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Date

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Chairman