Notes of Extraordinary Meeting held 3rd December 2015
Ulley Village Hall – 7.00pm

Present

Councillors: Peter Hubbard (Chair), Richard Steel, David Wing (Acting Clerk)
Note Taker: Sue Hubbard.

1. Apologies:
No apologies received.

2. Declarations of Interest
None declared

3. Budget (Document 1)

Paper 1 set out the proposed budget and budget headings. Some costs (e.g. electric) are based on best estimate given the information available to the council. The proposed budget took account of the decrease in grant funding from RMBC. Members noted that the grant funding was being phased out over the next three years. Because of this, in order to maintain current funding level the precept for 2016 would need to increase by 4%. To set the proposed increase in context the state pension is set to rise by only 2.5%. A band D householder pays £94.12 per annum to the Parish Council currently.

The proposed budget, with the 4% increase gives a possible projected savings of £1,140 with a possibility of moving into 16/17 with a £600 surplus to carry over. It was confirmed that it was possible to via across budget heads. VAT was reclaimable so that was a possible source for further income at the end of the year.

After discussion it was agreed that, with prudent financial management, the proposed budget should generate some surplus and so provide an option to start building a financial reserve.

The proposal to increase the precept by 4% was accepted and agreed by All. The budget was accepted and agreed by all.

Actions: Acting Clerk to notify RMBC. Article re precept to be put in village newsletter and on the Website

4. Consideration of Consultancy recommendations
Each document to be considered in turn. Final versions of the document to be branded with Parish Council identity
   a) Council Risk Assessment
      Section 17. Change title to Staff/Councillors.
      Add: Aim – New Councillors to be aware of their responsibilities. Risk Ignorance of requirements of the role, Action – to under-go Induction Training. Person responsible – Clerk
Section 14. Amend aim to read – To ensure that any council owned play equipment............ Amend Action to read – The council to arrange for regular inspections of equipment to be carried out (no less than 6 times a year) with finding provided in a report to the Council.

Action: Document approved and agreed with above amendments. Acting Clerk to update

b) Filming of Public Meetings.
Para6. Name and contact details for Clerk to be inserted when possible. E-mail contact to be clerk.ulleypc@outlook.com

Action: Document approved and agreed with above insertions.

c) Recording and Use of Social Media – Public Notice
First sentence: Amend to read - You may report..............

Action: Document approved and agreed with above amendment

d) Internal Control Document
Remove red Line

Action: Document approved and agreed with above amendment

e) Disciplinary Procedures
Recommended that the document be accepted and incorporated into the staff handbook

Action: Agreed.

f) Asset and Investment Register
Telephone Box – Insert date of acquisition: 2015.
Recreation Ground – Date of acquisition to read N/A, Value Nil

Action: Document approved and agreed with above amendment

g) Audit Plan

Action: Document approved and agreed.

h) Complaints Procedure
Replace wording throughout document from Strategic review Committee, to Complaints Committee.
Amend para 3, final section to read: they can ask for the decision to be reviewed by the Complaints Committee comprising the Chair or Vice chair and members of the Council. Amend para 7 to read: The Complaints Committee will consist of members of the Council plus the Chair or Vice-Chair.

Action: Document approved and agreed with above amendments
1) **Grievance Procedure**

Paragraph 2.3. Stage 2 final sentence to read: The appeals panel will be made up of three people, either members of the council and/or suitable independent people. The Chair and any members who have been involved in the matter shall not be involved in the appeals panel.

*Action:* Document approved and agreed with above amendments

j) **Internal Audit provision**

*Action:* Document approved and agreed

k) **Information available form Ulley PC under the model publication scheme**

Delete all crossed through items

Class 7: Remove any reference to the Recreation Ground

Contact details: Include e-mail contacts

*Action:* Document approved and agreed with above amendments

l) **Sickness absence Policy**

Replace Manager with Chair through – out the whole document

4.1.d – Change sick note to read Fit note

4.2 replace first sentence and bullet points with: Absence levels will generally start to be a concern to the council when absence impacts on the work and smooth running of the Council.

*Action:* Document approved and agreed with above amendments

m) **Financial Regulations**

Paragraph 4.1: Amend to read – Expenditure on revenue items shall be authorised by the Council other than, in the case of the Chair exercising urgent business powers, the Clerk, in conjunction with the Chair can authorise expenditure up to £250.

Paragraph 6.9: Delete and renumber document

Paragraph 6.21: A sum of £50 was agreed for the petty cash float

*Action:* Document approved and agreed with above amendments

5) **Recruitment of Clerk and RFO**

Two applications had been received. It was agreed that both candidates met the essential criteria outlined in the Person Specification and should be invited to interview.

Dates available for interview: Monday 7th evening or Friday 11th morning.

Panel to comprise of Richard Steel and Peter Hubbard

*Action:* Peter to contact candidates and arrange Interviews.