

Eastington Parish Council

Extraordinary meeting

Monday 5th January 2015, 7pm at Eastington Methodist Church Hall

Clerk: Mrs Helen Dunn, temporary replacement for Ms Andrea Durn

Present: Chairman Cllr M Bullock, Vice Chairman Cllr J Corrie, Cllrs A Loveridge and P Allen.
Temporary Clerk Mrs H Dunn

- 1. Apologies:** Cllrs M Evans, P Edis-Bates
- 2. Declarations of Interest:** None

It was proposed by Cllr J Corrie and seconded by Cllr A Loveridge to resolve the temporary appointment of Mrs Helen Dunn for this meeting and all costs involved (Approx 2 hours of pay plus mileage). All Cllrs in agreement.

3. To discuss and agree the payroll contract

Cllr M Bullock presented information from PATA who carry out a payroll scheme. It was discussed that payroll be outsourced to the company with the initial cost of £15.00 set up (one off fee) and £6.50 per employee per month afterwards. Discussion took place on a BACS or Direct Debit method of payment for the Clerk's salary. It was proposed by Cllr P Allen and seconded by Cllr J Corrie that PATA be contracted to administer the payroll. All were in agreement. Mrs H Dunn advised that this be written into the Council's Financial Regulations

4. To discuss and agree the parish office contract

The Clerk currently works from home, Council to discuss having an office in the Community Centre to work from. Mrs H Dunn had listed a number of items in this move for Council to consider – this advice is listed below the minutes.

Points of discussion:

- Hours of work would all be in the office. Office can be used from 9-1 weekday mornings. (It is used in the afternoons by someone else). Cllr M Bullock is currently liaising with the Community Centre to discuss costs – potentially £4-£5 per hour.
- The office will have 2 filing cabinets and when the Clerk is not working the laptop and phone will be locked away in these. An alternative phone number for the Chairman will be available when the Clerk is on holiday.
- The Clerk would only have appointments with the public and at all meetings a Cllr will be present
- Postal issues were discussed and need to be looked into further for solutions

The Cllrs were happy with this proposal to look at going forward. Mrs H Dunn advised that a full resolution should not be made on this until matters are considered as advised, and also not until mutual agreement has been made with the Clerk and the Clerk's contract changed to note the new working location. Once set up, a review after 6 months will be carried out, then afterwards an annual review.

5. To discuss and agree the employment contract

Cllrs discussed changes that need to be looked at within the Clerk's contract

- Reflection of pay rises and how salary is to be administered
- Place of work
- Insurance and public liability of work place
- Recording of hours and allocation of time
- Overtime and how this is administered
- Annual leave

Mrs H Dunn advised that any changes to the Clerk's contract needs to be on a mutual agreement between Eastington Parish Council and the Clerk as this is a change of original contract. Mrs H Dunn also advised that SLCC are consulted and the use of their model contract looked at.

Other items discussed involved the agendas and minutes and when they need to go out. Mrs H Dunn advised that this should be clearly stated in the Council's Standing Orders to confirm clarity. NDP group and the hours the Clerk is putting into this. Mrs H Dunn advised that Terms and Conditions be drawn up so as both the Clerk and the NDP group are aware of their roles for the NDP.

The Chairman closed the meeting at 8pm

New Office Location:

Clerk's (Mrs H Dunn) advice for consideration:

- Appropriate furniture to work from – desk, chair, filing cabinets.
- Toilet facilities
- Hours of work – are all Clerk's hours to be taken at the office. Consideration will have to be taken on the weeks when there is an evening meeting allowing the Clerk to either come in later the next day so as not to incur overtime each week there is a meeting.
- Fire escapes from the proposed office and access to these. Is building checked and has updated electrical and fire safety regulations
- Health and safety polices for working in the building
- Disability access for parishioners if visiting the office
- Lone working policy for when the Clerk is alone in the building
- An agreement with the Community Centre of hours of use and charges etc
- Internet access
- Phone line
- Who else has access to the office – security and data protection issues
- Kitchen facilities
- Community building insurance (have a copy on file)
- Parish Council insurance to cover location etc