

CROWTHORNE PARISH COUNCIL

MINUTES OF THE MEETING OF THE **STAFFING COMMITTEE** HELD ON
WEDNESDAY 24 JULY 2019, AT THE LOWER CONFERENCE ROOM, PARISH HALL,
HEATH HILL ROAD SOUTH, CROWTHORNE AT 10.00AM

Present: Cllr B McKenzie Boyle – in the Chair
Cllr Mrs T McKenzie-Boyle
Cllr R Price
Cllr G Robertson
Cllr S Sever
Mrs M Saville - Clerk
Mrs J Robertson – Assistant Clerk
0 member of the public

Apologies: Cllr B Wade

MINUTE 1 DECLARATIONS OF INTEREST
There were none.

MINUTE 2 APPROVAL OF MINUTES
The minutes of the meeting of the Staffing Committee held on 17 January 2019 as circulated, were taken as read, confirmed and signed by the Chairman as a true record.

MINUTE 3 MATTERS ARISING FROM MEETING HELD ON 17 JANUARY 2019
1 Min 3.3 – Litter picking
Further to requests from CROW and CPC, BFC have recently installed litter splitter bins at various locations in the parish, including outside the Morgan Centre. News of the installation of these bins has been shared widely on social media.

CPC collaborates as far as possible with CROW concerning litter picking schedules to avoid duplication. Recently many local schools (Crowthorne C of E, Wildmoor Heath and Oaklands) have borrowed CPC litter picking loan kit to litter pick areas in the parish, including heathland. The schools have been thanked for their work.

Members pointed out that there were various areas, including around the Parish Hall, that had significant amounts of litter. The Clerk agreed to speak to the CPC litterpicker to attend to the litter hotspots.

Action: Clerk

It was noted that some litter was being created by foxes attempting to access discarded food in bins. The Clerk reported that she had contacted L&G to ask whether they would be willing to provide some bins with lids, similar to those provided by Bewley Homes to WWPC. Should this request be unsuccessful then CIL funds could possibly be used for this purpose.

The Clerk also reported that she had received several complaints of anti-social behaviour at the new rugby club car park, which she had relayed to BFC who are responsible for the car park. Cllr Mrs T McKenzie-Boyle requested that all such complaints are forwarded to her for raising with BFC.

MINUTE 4

CLERK'S REPORT

1 General staffing update:

- Finance and Administration: An update was provided under minute 6.
- Grounds/caretaking staff: The grounds and caretaking staff continue to work well together. The staff are covering for each other's holiday leave ensuring an uninterrupted service to CPC. Generally, feedback from the public is very complimentary concerning the upkeep of CPC facilities by grounds and caretaking staff. There has been one complaint from a member of the public about fox mess at the Morgan Recreation Ground. This has been responded to quickly.
- Longer term staffing requirements: A business plan for the new Buckler's Park facilities is currently being worked on (see minute 5). When the picture concerning the need for human resources is clearer, the matter will be brought to the Staffing Committee and CPC for a resolution concerning recruitment.
- Training: A training plan is in place for staff. Training will be booked in accordance with the plans as and when time allows.
- Holidays: All staff have annual leave booked over the summer period, but core operational duties are all being undertaken by other staff on a cover basis in the absence of their colleagues on holiday.
- Appraisals: Staff appraisals have been arranged for 17 September 2019. Recommendations for pay reviews will also be considered at that time in line with CPC policies and brought to the Staffing Committee and CPC for approval and inclusion in the budget estimates process for 2020/21 in due course.

2 Work experience:

- Edgbarrow: Pursuant to new government requirements, all Year 12 pupils (Lower Sixth) are now required to undertake 30 hours of work experience in a field related to their options. Local employers are being asked to consider offering work experience to pupils at Edgbarrow School.

Members were in favour of offering one Year 12 Edgbarrow pupil, undertaking either politics, maths, business studies or geography, 30 hours of work experience at CPC for the 2019/20 academic year. This would help to build community relationships and raise the profile of the Parish Council and Educational Charity with the school and its pupils.

MINUTE 5

TO RESOLVE TO APPROVE THE APPOINTMENT OF ALAN CALDWELL OF OUR ENTERPRISE TO ACT AS CONSULTANT ON THE BUCKLER'S PARK COMMUNITY FACILITIES PROJECT

Delegated authority was granted to the Staffing Committee to oversee the appointment of a suitable consultant to advise on the Buckler's Park project. Professional direction and help is sought as follows:

- a To create a Business Plan for running the Hub and associated facilities for the next few years, fully costed and including all the core and ancillary activities, including the Financial Business Case.
- b To create an Organisational Structure and Vehicle (Charity or Community Interest Company) to most effectively manage the facilities, with the intention, amongst other things, of minimising the additional issues of Business Rates and VAT.
- c To help CPC build a fund-raising strategy, both Capital and Revenue.
- d To advise on whether CPC should build the above strategies around which of the following options:

- i the Community Hub
- ii the Community Hub plus the other facilities i.e. sports courts, parking, allotments etc. (shown within outline of the L&G plan)
- iii the above, plus other existing Parish Council facilities (ie bringing existing facilities under one, newly formed management company).

A proposal from Alan Caldwell had been received and circulated before the meeting. There was some concern about Mr Caldwell’s fees, originally anticipated to be no more than £5,000, in fact being revised to £8,400 plus VAT. A revised proposal in 2 stages was subsequently received, where phase one costs would be limited to £5,000 and further works only being authorised and undertaken if required.

Members agreed that further quotations were necessary in order to provide a comparison. There was a concern that Alan Caldwell, a Principal of Our Enterprise (a company that specialises in assisting local councils in these areas), was not local and was closely associated with the developer of Buckler’s Park, L&G. Further quotations have already been requested by Cllr B McKenzie-Boyle and are expected over the next few weeks. It was agreed that they would be circulated upon receipt to members and further discussed at the Council meeting in September or brought back to a Staffing Committee meeting where it is hoped that a resolution to appoint one will be passed.

MINUTE 6

TO DETERMINE A PROPOSAL FOR ONWARD RECOMMENDATION TO FULL COUNCIL FOR THE APPOINTMENT OF A PART TIME, FIXED TERM, PROJECTS AND EVENTS OFFICER

The existing CPC officers are currently working considerably in excess of their contracted hours due to the increased workload generated by CIL projects, the Buckler’s Park development and other numerous projects.

Officers are only just hitting legal/statutory deadlines with agenda packs being created and mailed very close to legal limits due to the Clerk’s time being utilised on other pressing projects and meetings. This is putting undue pressure on the Finance Officer and Assistant Clerk who are expected to support the Clerk with last minute requests for input, data and help.

It was therefore recommended by Cllr B McKenzie-Boyle, seconded by Cllr Robertson and unanimously AGREED that a part-time Fixed Term Projects and Events Assistant role is created to assist existing officers with the planning, costing, organisation and delivery of projects (including CIL projects) and events within the parish during the current period of growth. This recommendation will be brought to the Council meeting in August for ratification.

In the first instance it is recommended that the role is made part time (15 hours per week) for a fixed term of one year with the successful applicant having to work a 6 month probation period, although it is recognised that project support may be required over the next 5 years whilst Buckler’s Park develops, so the role may continue in the longer term. Ideally the successful candidate would have experience of project management and events, however most importantly they should be highly organised, able to attend meetings, articulate, friendly, and competent with the CPC IT packages.

The role may have the potential to become self-funding in future as the Project Assistant and Clerk would have time to apply for additional grants which there is no resource available for at present, thereby generating an additional income stream.

MINUTE 7

INFORMATION ITEMS

None.

MINUTE 8

ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Future staffing/budget requirements

Meeting closed: 10.40am

Signed

Dated