

LAWLEY AND OVERDALE PARISH COUNCIL



Minutes of the Parish Council meeting held at Leonard Smith House, West Centre Way
On Tuesday 19th May 2015

PRESENT:

Cllr. Darren Blackburn, Cllr. Charles Dillon, Cllr. Gary Duncombe, Cllr. Bill Gilmour, Cllr. Jayne Greenaway, Cllr. Kevin Guy, Cllr. Rob Parker, Cllr Mike Phillips.

CLERK:

Sharon George

IN ATTENDANCE:

Helen Barker (Assistant Clerk)

2015/011 CHAIR'S WELCOME

The Chair welcomed everyone to the meeting.

2015/012 APOLOGIES

No apologies received

2015/013 DECLARATIONS OF INTEREST

Councillor	Interest	Declaration	Minute no.
		NONE	

2015/014 PUBLIC PARTICIPATION

None present

2015/015 MINUTES

The minutes from the Parish Council meeting held on 7th April 2015 were **APPROVED**. It was **RESOLVED** that the minutes be signed and **ADOPTED** as a true record. This was **PROPOSED** by Cllr. Darren Blackburn and **SECONDED** by Cllr. Rob Parker.

2015/016 MEETINGS SCHEDULE 2015/16

The proposed meetings schedule was discussed by Members and it was decided to change the schedule of meetings from previous years. All Members were in favour of combining meetings wherever possible. A new schedule will be drawn up showing Full Council and Planning meetings on the first Tuesday of each month commencing with Full Council at 6pm followed by Planning & Environmental meeting at 8pm. SNT/PACT meetings with the local Police will be conducted bi-monthly from 4.45pm – 5.45pm in addition to first Friday monthly at 10am – 11am.

ACTION: HB to revise schedule and send to Members

Public Bodies (Admission to Meetings) Act 1960

In view of the confidential nature of the business about to be transacted it is requested that the public and press should not be present

2015/017 COMMUNITY AFFAIRS

Lawley Community Centre

The Clerk advised that agreement had been reached on the terms of the lease and that we have now received a revised lease sent by Legal Department at TWC for signature and return. This was duly signed by Cllr Greenaway and the Clerk will submit to the Council as requested for countersignature and stamp.

The works Programme costs/grant were moved to be discussed at the Finance meeting in June.

ACTION: Send signed lease to TWC. Include grant & works at LCC on next Finance Committee agenda

Summer Fun Day in conjunction with IMS/BVT

The Clerk reported that we have been approached by IMS/BVT to be a part of the Summer Fun Day on 4th July 2015 in some capacity. The Members felt that due to the very limited timescale available that the Clerk should investigate in what capacity our involvement is required and report back to Full Council in June with more information and the Activities Committee can be called if it is required.

Fun Run 2015

The Clerk informed Members that the planning for the annual Fun Run is well underway as we have been planning this in partnership with Lawley Running Club and IMS/BVT since January and that a meeting was to be held on Wednesday 20th May for further updates which will be reported to Full Council at the meeting in June.

2015/018 SATURDAY OPENING

The Clerk requested permission from the Chairman to move this item to be discussed in conjunction with item 10 of the agenda as this may be linked with any decisions made on this item. This was granted by the Chairman and the item moved.

2015/019 PET UPDATE

PET Expenditure

This item was moved to Full Council meeting in June when full cost implications would be available as information requested from TWC was not available at this time.

PET Apprentice recognition

The Clerk informed members that the apprentice that had been working for our PET for the past 12 months was due to leave in early July and asked members to consider a financial token of recognition for his contribution to our works programme along with a certificate and open reference for his future employment. It was **proposed** by Cllr Guy and **seconded** by Cllr Parker that a suitable gift token was purchased to the value of £100 as a token of our thanks for his contribution of works within the Parish. All members agreed this proposal.

ACTION: Clerk to organise gift token and card for apprentice.

PET Programme

The clerk advised that Helen, the Assistant Clerk, was currently working on a schedule of works to incorporate Prow's and other works raised by Members and residents to be brought to the next Full Council meeting in June. This will be added to items for the next Full Council agenda.

ACTION: HB to complete PET programme and submit ready for FC agenda. SG/HB to collate financial information regarding notice boards/benches/tools/signage

2015/020 STAFFING PROPOSALS

Assistant Clerk HB left the meeting for this item

The Clerk presented a document to Members showing some elements of the community engagement work that LWB had achieved during her temporary 3 month appointment with the Council. The Clerk stated that having worked alongside LWB for this time that she felt if a new contract was to be offered to her that it should not be on an Assistant Clerk basis but on that of a Media & Marketing Administrator which fully utilised the skill set that had been clearly identified. The clerk shared a proposed job description with Members and asked that they consider this.

Cllr Guy requested that the Clerk leave the meeting at this point whilst Members discussed the staffing arrangements.

Clerk SG left the meeting as requested

The Clerk and Assistant Clerk were requested to re-join the meeting and were informed that an informal discussion had taken place and that the staffing item would be on the agenda of the meeting on 2nd June when Members had had more time to consider options. The Clerks were also asked to consider this and put together some options for Council to consider at the next meeting.

Members felt that the office hours should be more structured to give more flexibility with maybe an appointment system in place. The Saturday openings that had been running for the past month were also questioned and Members felt that this need not be every week and that once a month would be more manageable for the Clerks so as not to impact on opening hours in the week and Members said that they could draw up a rota to do Saturday morning 'surgeries'. This will be discussed more fully once the staffing options have been decided..

The Clerk, with respect, passed comment that she felt that these moves were a step backward for the Council but that she would sit down with HB and look at options available.

2015/021 AGENDA ITEMS FOR NEXT MEETING

- Lawley Community Centre – Works
- PET Team – programme/expenditure

- Fun Run
- Summer Community Fun Day
- Staffing hours/opening proposals
- Community Governance review

2015/022 CORRESPONDENCE

None Received

2015/023 FINANCE

New banking mandates were circulated for signature by members and returned to the Clerk for submission to the bank.

2015/024 DATE OF NEXT MEETING

It was **NOTED** that the next parish council meeting would take place on **TUESDAY 2nd JUNE 2015 at Leonard Smith House, West Centre Way commencing at 6.00pm (Followed by a Planning & Environment Meeting at 8pm)**

The meeting closed at 9.50pm

Signed..... Chair

Date.....