

THE IVERS PARISH COUNCIL

MINUTES OF THE MEETING OF THE COUNCIL HELD ON 19th APRIL 2022 AT 7.00PM THE JUBILEE PAVILION, IVER RECREATION GROUND, IVER, BUCKS

Present:

Cllr Ciaran Beary (Chair) from 7.55pm
Cllr Julie Cook (Vice Chair)

Councillors, Sam Bhachu, Mohinder Bhatti, Paul Brooksby, Peter Kinchin, Wendy Matthews, Stuart Mills, Peter Stanhope, Michael Sullivan and Graham Young.

Apologies accepted from: Councillors Adam Burke, Vishal Gupta and Sarah Hutchins

In attendance: Louise Steele (Locum Clerk)

In the absence of the Chair the meeting opened with the Vice-Chair in the chair. Cllr Cook continued in the chair after Cllr Beary arrived

577/21 DECLARATIONS OF INTEREST

Councillors made no declarations of interest in connection with items on the agenda.

578/21 PUBLIC PARTICIPATION

There was no public participation but Cllr Cook asked a question, reporting that it was on behalf of a member of the public, about the publication of Councillors' attendance figures. The Locum Clerk undertook to provide figures for the Local Government year 2021/22 at the annual meeting of Council.

579/21 MINUTES

RESOLVED that:

The minutes of 21st March 2022 be agreed

580/21 CHAIR ANNOUNCEMENTS

There were no announcements.

581/21 COMMITTEE MINUTES

Councillors received the minutes of committee meetings as detailed below:

- a. Open Spaces and Highways Committee - 23rd March 2022
- b. Extraordinary Facilities and Events Committee – 11th April 2022
- c. Planning Committee – 12th April 2022

- 582/21 FINANCE**
Members received the accounts for payment for March 2022 and a schedule of payments over £500 for the financial year 2021-2022. Cllr Stanhope reported that the bank reconciliations were up to date. Members also received the first draft out turn report for the financial year 2021-2022
- RESOLVED** that:
The accounts for payment be approved.
- 583/21 BURIAL CHARGES**
A schedule of burial charges for the year 2022/23 was considered and Members noted that the schedule includes a new charge – to extend the exclusive rights of burial by 25 years. There was some discussion as to whether all the charges were relevant to the parish council and the Locum Clerk agreed that if the charge was not relevant it would not be applied.
- RESOLVED** that:
The schedule of burial charges for the year 2022/23 be approved.
- 584/21 FEES & CHARGES**
A schedule of fee & charges for the hiring of premises for the year 2022/23 was considered and Members noted that the schedule includes a new charge – to cover cleaning costs (the other charges having been previously agreed in December 2021). During the discussion of this item it was suggested that Members would benefit from seeing management information about occupancy/usage rates of the parish council’s facilities for hire and the Locum Clerk undertook to have this information provided to the Facilities and Events Committee.
- RESOLVED** that:
The schedule of fees & charges for the year 2022/23 be approved.
- 585/21 HEALTH AND SAFETY**
This item was deferred to the next meeting of Council.
- 586/21 DRAFT SCHEME OF DELEGATION (INCLUDING TERMS OF REFERENCE FOR A STAFFING COMMITTEE)**
Members considered a draft scheme of delegation bringing all matters regarding delegation into one document. It was agreed that Members would send any comments on the document to the Locum Clerk and that the document would be presented to the next meeting of Council for adoption.

Members further considered the creation of a Staffing Committee with terms of reference as set out in Paragraph 7.4 of the draft Scheme of Delegation. It was agreed that the corporate overview of Health & Safety be added to the terms of reference and that membership of the Committee would be agreed at the Annual Meeting of Council on 16 May 2022.

RESOLVED that:

A Staffing Committee be established with terms of reference as follows:

Membership: Up to nine parish councillors (to include the Chair & Vice-Chair ex officio)

Quorum: Three parish councillors

Meetings: Three times a year, approximately once every four months (additional meetings to be called by the Clerk or Committee Chair as necessary)

The Committee shall elect a Chair and Vice-Chair.

The Staffing Committee will be responsible for:

1. Making recommendations to Council regarding the appointment of the Parish Clerk/Responsible Financial Officer and any other Council officers
2. Developing and agreeing an annual workforce and training budget for approval by council
3. Overview of Corporate Health & Safety Policy and making recommendation to Council regarding Health & Safety
4. Monitoring the training programme of staff to ensure all Council operations are performed safely and appropriately
5. Developing and implementing a councillor training programme
6. Ensuring that the council complies with legislation in relation to employment of staff
7. Making all decisions regarding human resources issues and the implementation of relevant policies including but not limited to recruitment processes, salaries, terms and conditions, personal development interviews and related processes, pensions, disciplinary and grievance procedures.
8. Developing and agreeing an annual budget for approval by Council that once agreed can be spent by the committee. Any additional budgetary requirements must be requested from Council.
9. Monitoring the performance of its budget and provide updates to Council

587/21

GROUND'S TEAM RESOURCING

Members considered the report of the Deputy Clerk. A decision on the matter of payment of overtime to members of the Grounds Team was deferred for more information on WorkNest's advice on implementation of the proposal.

Members also asked officers to report back on finding a contractor to meet immediate needs and in the longer term report to the Staffing Committee on recruitment to the vacant post.

588/21 IVER HEATH BOWLS CLUB – RENEWAL OF LEASE

Members considered an oral report from the Locum Clerk and indicated that the Locum Clerk should confirm to the Iver Heath Bowls Club that the Parish Council intends to extend its lease beyond the expiry date in 2025. The resulting letter sent to the Bowls Club is appended to these minutes.

589/21 COLNE VALLEY REGIONAL PARK – PARTNERSHIP PROPOSAL

This item was deferred to the next meeting of Council and Councillors asked that the partnership agreement be circulated in advance of that meeting.

590/21 IMPROVEMENTS AND EFFECTIVENESS

There was some discussion about the installation of BP EV charging stations.

The meeting ended at 8.48pm

Signed Chair

Date