



**Minutes of the Bradwell Parish Council meeting
Monday 14th September 2017 at 7.30pm
21 Glovers Lane, Heelands**

Present:

Cllr J Alexander, Chairman
Cllr H Atkins
Cllr M Bradburn
Cllr R Bradburn
Cllr R Davy
Cllr D Evans
Cllr R Exon
Cllr L Gilpin, Vice-Chairman
Cllr J Jones

In attendance:

Mrs H Ward, Parish Clerk
Mr A Morpeth, Synergy Property Services (part)

1. Apologies

Apologies were received from Cllr R Bradburn for Cllr Exon's lateness. Cllr Exon arrived during item 3.

2. Declaration of Interest

Cllr Atkins declared an interest as the recently retired Clerk to the council.

3. Governance and Policy

Cllr Alexander advised the item would be dealt with in 3 sections - Internal Audit, Policies and Contracts of employment.

a. Internal Audit

After discussion Cllr M Bradburn proposed that the quotation from IAC Audit & Consultancy Ltd is accepted. This was seconded by Cllr Atkins. There were 8 votes for the proposal and 1 abstention. It was RESOLVED to contract IAC Audit & Consultancy Limited as internal auditor for 2017-18.

b. Policies

Mr Morpeth gave an overview of his findings and recommendations. After discussion it was agreed that policies relating to risk management, lone working, health & safety, asset register, fire risk assessment and COSHH should all be reviewed and be in place by year end. It was proposed that tenders are sought for this work to include LGSS and the Fire service as potential suppliers. There were 8 votes for the proposal and 1 abstention. It was RESOLVED to tender the work.

c. Contracts of employment

Cllr Alexander advised that the personnel working group had received advice from an HR consultant on current employment contracts for both the administrator and caretaker.

i. Administrator.

The current contract is for 20 hours per week however additional hours have been paid for some time. Cllr Alexander proposed that the existing contract is put back in place working 1 – 5pm Monday to Friday with effect from 2 October. There were 8 votes for and 1 abstention. It was RESOLVED that the Administrator employment contract is 20 hours per week with effect from 2 October 2017.

ii. Caretaker.

The existing arrangement is 16.5 hours per week spread over 7 days however from 1 January 2018 it was agreed for the contract to be 12.5 hours over 5 days Monday to Friday. Cllr M Bradburn proposed that there are 2 caretaker roles, one for the weekdays and one for the weekends. It was also agreed that untaken holiday pay is paid up to the end of December 2017 and then annual leave brought in line with the parish council financial year April to March. It was also agreed that adequate notice is required for block holiday requests and at the discretion of the council to be included in the contract of employment.

iii. Groundsmen

Cllr M Bradburn proposed that holiday pay is awarded to both employees backdated to 1 April 2017. This was seconded by Cllr Davy. There were no objections.

Cllr R Bradburn proposed that the roles could be considered on a contractual basis and it was agreed for the Clerk to take this forward.

4. Next meeting

The next meeting will be held on Monday 9th October 2017 at the Parish office, Heelands.

Signed 9th October 2017

Chairman