**SOUTH WOOTTON PARISH COUNCIL**

Minutes of the Meeting of the Policy Committee held at 7.00pm on

Wednesday 5th February 2020

at the Parish Council Meeting Room, Church Lane, South Wootton

**1. PRESENT:** Mr J Smallwood, Mr D Price, Mr I Jordan, Mr A Evans, Mr H Hofmeister, Mr P Bland, Mr M Narborough, Mrs T Cornwell (Clerk) and Mrs M Kirby (Assistant Clerk)

**APOLOGIES:** Mr K Reynolds

**2. MINUTES OF THE LAST MEETING:** 9th September 2019, these were proposed as a correct record by Mr Smallwood, seconded by Mr Price with all members in favour they were signed by the Chairman.

**3. DECLARATIONS OF INTEREST:** Mr Smallwood commented that after the last full Parish Council meeting where the Chairman of the Assets Committee had made an objection regarding a matter relating to the Green, he was worried that members of South Wootton in Bloom were not declaring an interest where necessary.

Comment was made that the item which had been raised for discussion, was not on the Agenda, therefore, it would have been difficult for members of South Wootton in Bloom to declare their interest as they would not have been aware that the matter was to be raised.

All members agreed that in the future, should matters arise during the course of a meeting, all necessary declarations of Interests should be made.

Mr Smallwood declared an interest as he is an Allotment Tenant.

**4. QUESTIONS FROM THE PUBLIC:** None

**5. To review the following Policies/Procedures:**

Mr Smallwood stated that all members had been provided with a copy of the following documents. Members confirmed that they had all read through the documents prior to the meeting.

Freedom of Information Policy:

Mrs Cornwell confirmed that there were no amendments or additions to the document since it was last reviewed. With all members happy, **Mr Price proposed that the Parish Council accepts the Freedom of Information Policy; this was seconded by Mr Jordan with all members in favour.**

Training Policy:

Mrs Cornwell confirmed that there were no amendments or additions to the document since it was last reviewed. With all members happy, **Mr Smallwood proposed that the Parish Council accepts the Training Policy; this was seconded by Mr Jordan with all members in favour.**

Maternity Policy**:**

Mrs Cornwell confirmed that there were no amendments or additions to the document since it was last reviewed. With all members happy, **Mr Hofmeister proposed that the Parish Council accepts the Maternity Policy; this was seconded by Mr Evans with all members in favour.**

South Wootton Village Hall Asbestos Management Plan:

Mrs Cornwell confirmed that there were no amendments or additions to the document since it was last reviewed. With all members happy, **Mr Price proposed that the Parish Council accepts the South Wootton Village Hall Asbestos Management Plan; this was seconded by Mr Bland with all members in favour.**

Grievance Procedure:

Mrs Cornwell confirmed that there were no amendments or additions to the document since it was last reviewed. With all members happy, **Mr Bland proposed that the Parish Council accepts the Grievance Procedure; this was seconded by Mr Jordan with all members in favour.**

Disciplinary Procedure:

Mrs Cornwell confirmed that there were no amendments or additions to the document since it was last reviewed. With all members happy, **Mr Smallwood proposed that the Parish Council accepts the Disciplinary Procedure; this was seconded by Mr Price with all members in favour.**

**6. To review the following Risk Assessments:**

Mr Smallwood stated that all members had been provided with a copy of the following documents. Members confirmed that they had all read through the documents prior to the meeting and had noted any amendments or additions in blue type.

Parish Office and Garage:

Mrs Cornwell explained that there was one minor amendment to the document regarding Flick Light Testing which is now carried out monthly, following advice from the Fire Risk Assessment, with all members happy, **Mr Jordan proposed that the Parish Council accepts the Parish Office and Garage Risk Assessment; this was seconded by Mr Bland with all member in favour.**

Benches:

Mrs Cornwell confirmed that there were no amendments or additions to the document since it was last reviewed. With all members happy, **Mr Hofmeister proposed that the Parish Council accepts the Benches Risk Assessment; this was seconded by Mr Narborough with all members in favour.**

Dog Bins:

With no amendments, **Mr Smallwood proposed that the Parish Council accepts the Dog Bins Risk Assessment; this was seconded by Mr Price with all members in favour.**

Grit Bins: With no amendments, **Mr Jordan proposed that the Parish Council accepts the Grit Bins Risk Assessment; this was seconded by Mr Hofmeister with all members in favour.**

Bus Shelters:

Mrs Cornwell confirmed that there were no amendments or additions to the document since it was last reviewed. With all members happy, **Mr Jordan proposed that the Parish Council accepts the Bus Shelter Risk Assessment; this was seconded by Mr Hofmeister with all members in favour.**

Village Green & Pond:

Mrs Cornwell stated that two additions had been made to the document, one is to ensure the kissing gate entrances are safe and regularly maintained and the other relates to the Pond overflowing. It states that root cutting should be carried out every three years to keep pipes free flowing and that checks of pipe openings should be carried out regularly. With all members happy with the additions, **Mr Jordan proposed that the Parish Council accepts the Village Green and Pond Risk Assessment; this was seconded by Mr Hofmeister with all members in favour.**

Wootton Park Pavilion:

Mrs Cornwell explained that there was one addition to the document, regarding the new Security Lighting to ensure that it is maintained in good order, with all members happy, **Mr Jordan proposed that the Parish Council accepts the Wootton Park Pavilion Risk Assessment; this was seconded by Mr Hofmeister with all member in favour.**

Wootton Park Open Space:

With no amendments, **Mr Bland proposed that the Parish Council accepts the Wootton Park Open Space Risk Assessment; this was seconded by Mr Evans with all members in favour.**

St Mary’s Churchyard:

Mrs Cornwell confirmed that there were no amendments or additions to the document since it was last reviewed. With all members happy, **Mr Jordan proposed that the Parish Council accepts the St Mary’s Churchyard Risk Assessment; this was seconded by Mr Hofmeister with all members in favour.**

Village Hall:

Mrs Cornwell explained that there was one addition to the document, regarding the frequencies of the Emergency Lighting checks, these are now carried out monthly as per the Fire Risk Assessment. With all members happy with the amendment, **Mr Smallwood proposed that the Parish Council accepts the Village Hall Risk Assessment; this was seconded by Mr Narborough with all members in favour.**

Allotments:

With no amendments, **Mr Hofmeister proposed that the Parish Council accepts the Allotments Risk Assessment; this was seconded by Mr Bland, with all members in favour.**

Street Lighting:

With no amendments, **Mr Hofmeister proposed that the Parish Council accepts the Street Lighting Risk Assessment; this was seconded by Mr Narborough with all members in favour.**

**7. To discuss Staff Appraisals:**

Mr Price stated that he had recently carried out Mrs Cornwell’s Appraisal and that he and Mrs Cornwell had carried out Mrs Kirby’s Appraisal. All members had been provided with a Staff Appraisal Report (See attached).

It was said that both Mrs Cornwell and Mrs Kirby had indicated that they are very happy working for the Parish Council and enjoy their work.

Mr Price said that both Mrs Cornwell and Mrs Kirby carry out an excellent job and that the Parish Council are fortunate to have them; they have good skills and deal with the public well.

Mr Price said that in light of those comments he would like to recommend that Mrs Cornwell’s salary be increased by one Point to Point 38 and that Mrs Kirby should receive an increase in Salary of two points to Point 11.

Mr Jordan said that the Salary increases had been catered for within the Budget.

**Mr Price proposed that the Parish Council accepts the Staff Appraisal Report and proposed Salary increases and that salaries and hours of employment are reviewed as appropriate; this was seconded by Mr Jordan with all members in favour.**

Mrs Cornwell explained that she carries out the Appraisals of the other staff members, she said that each month she looks in detail at the wages they are paid and the hours they have worked. She said she is able to calculate their average hourly rate and feels that they receive a good wage which currently does not need amendment.

After discussion, **Mr Jordan proposed that the Parish Council**, **leaves Mr McIntyre, Mr Walker and Mr Philpot’s wages as they currently are, and that no salary increase is awarded this year; this was seconded by Mr Bland with all members in favour.**

**8. To discuss the employment of a Litter Warden:**

Mrs Cornwell explained that following the retirement of Mr Lucas, the Parish Litter Warden, she had made enquiries into employment of a replacement person for the role.

Comment was made that litter is an issue all year round, with certain areas such as Grimston Road and the Green being most problematic.

Mrs Cornwell went on to say that she had spoken to a gentleman called Mr Wightman, who she knows quite well who has expressed an interest in the role.

She explained that Mr Wightman currently works part time at a school, and also delivers parcels locally for Hermes, so he is familiar with the area.

Mrs Cornwell said that should the Parish Council decide to employ a replacement Litter Warden, they would need to be provided with the necessary equipment to fulfil the role, such as safety boots, gloves and a Hi-Vis jacket.

After discussion, **Mr Price proposed that Mr Wightman is offered the role of Litter Warden at a £9.00 per hour rate of pay, 10 hours per week, employed on a three-month trial basis, with a six month probationary period, this was seconded by Mr Jordan with all members in favour.**

**9. To discuss letter received from Kings Lynn Flower Club, regarding staging:**

Mrs Cornwell informed members that a letter had been received from Kings Lynn Flower Club regarding the recently removed stage facility at the Village Hall.

It was said that this is the second letter which had been received from a hirer explaining their disappointment at the removal of the stage.

Mrs Cornwell explained that the Kings Lynn Flower Club have been regular users of the Village Hall for the past 30 years and have felt fortunate to meet in a Village Hall with excellent facilities, however, since removal of the stage, it had become apparent that a stage facility is essential for the demonstrators to use when they visit.

Mr Narborough said that the matter of the Village Hall stage had been discussed at length and it was decided that it should be removed and not replaced.

Comment was made that at the time, members had thought that hirers of the Village Hall had been contacted and consulted about removal of the stage, however, it had become apparent that this was not the case.

Mrs Cornwell said that since the removal of the stage, a number of hirers had been in touch to express their disappointment at its removal and had each indicated how many times per year their groups required a stage, Mrs Cornwell read out a list of her findings.

Mrs Cornwell referred members to the circulated information from a company called Office Furniture Online and said that a temporary stage could be purchased at quite a reasonable price.

She said that a basic stage set could be purchased for £1,254.00 excluding VAT, plus a trolley at £274.00 and should the Parish Council decide to increase the size of the stage, additional blocks can be purchased at £273.00 each.

Members acknowledged that certain hirers do need elevation facilities at times, for demonstrations and presentations etc.

Mr Price felt that the Parish Council did not make the right decision with the removal of the stage and that the situation needs correcting as soon as possible.

Mrs Cornwell said that after discussion with various hirers they have indicated that they would be willing to perhaps pay a hire fee as and when a stage is required.

Mr Smallwood suggested that the situation should be investigated further and that the hirers should be informed that the Parish Council is making the necessary enquiries into replacing the stage.

Mrs Cornwell said that she would try to obtain a sample square of the staging for members to look at.

After discussion, **Mr Smallwood proposed that the Parish Council should make enquiries into purchasing a replacement temporary stage and that the decision regarding the type of stage be delegated to Mr Price, Mr Jordan and Mr Narborough, this was seconded by Mr Bland, with all members in favour.**

**10. Confidential Matters:** See attached

There being no further business the Chairman closed the meeting at 8.00pm.

**11. Date of next meeting:**  Wednesday 6th May 2020.

6th May 2020 Chairman