



Parish Clerk: Jo Swift
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To: - Councillors T Bridgeman, G Dix, L Hardman, H Howson, J Humphries (Vice Chairman), S Long, J Luxton, A Lyons (Chairman), P McSherry, C Mitchard, L Quinn, B Stevens, M Stevens and H Warren.

You are summoned to attend a meeting of the Parish Council to be held in the Village Hall, Paulton on **Tuesday 21st August 2018 at 7.00pm**. The Agenda for the meeting appears below.

A handwritten signature in black ink, appearing to read 'Jo Swift'.

Jo Swift, Parish Clerk

EVACUATION PROCEDURE

When the continuous alarm sounds, you must evacuate the building by the exit and proceed downstairs to the tennis courts.

THIS MEETING MAY BE FILMED OR RECORDED

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **PUBLIC PARTICIPATION**

In accordance with Standing Order 3, members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

3. **DECLARATIONS OF INTEREST**

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Paulton Parish Council's Code of Conduct (adopted on 16th October 2012) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

4. **CONFIRMATION OF MINUTES**

That the Minutes of the Parish Council meeting held on 17th July 2018 are approved as a correct record and signed by the Chairman.

5. **CHAIRMANS REPORT**

The Chairman will report back on activities, events and meetings attended or taken part in

since the last Council meeting.

6. CLERKS REPORT

The Clerk will provide a verbal update on matters since the last Council meeting.

7. RISK ASSESSMENT

To approve the risk assessment. (advice note on risk assessments emailed to Councillors with agenda).

8. PARISH COUNCIL NEW LOGO

To consider the designs produced (to follow) and decide whether to proceed with a new logo. Three quotes have been sought and the cost ranges from £25 to £130. It was difficult to obtain a more exact cost without being able to provide a logo.

9. EQUALITIES AND DIVERSITY POLICY

To approve the attached policy.

10. FINANCES (MONTH 4 - JULY 2018)

July finances – to receive and approve the finances (emailed on 01.08.18).

11. YOUTH WORK PROPOSAL FOR SOMER VALLEY CLUSTER (report attached)

The Council have £6,000 in the 2018/19 budget which will cover the initial contract from October 2018 to March 2019. This will leave a balance of £1,569 which can be ear marked for further youth provision.

Recommended –

- (i) To agree to join the mutual with Westfield Parish Council and Radstock Town Council
- (ii) To agree to pay £4,431 for 1 mobile session each week, with 3 staff for October 2018 to March 2019.
- (iii) To agree to a 2 year fixed term contract at a cost of £8861 per year for 1 mobile session each week, with 3 staff

12. PRIDE IN PAULTON

Pride in Paulton wish to thank the Parish Council for agreeing to pay £1500 towards the Village Hanging Baskets in 2017 and 2018. A request has been received for the Council to consider extending this to include 2019.

Recommended – that £1,500 is put into the draft budget 2019/2020.

13. SWIMMING POOL FUNDING

The Parish Councils application to Sport England for a multi-function room and disabled changing at Paulton Pool has been unsuccessful. The Parish Council now need to consider what action to take to raise funds for the project, which are in the region of £250,000.

14. DATE OF NEXT MEETING

The next scheduled Parish Council meeting is to be held on **Tuesday 18th September 2018** at 7.00pm.

15. EXCLUSION OF PRESS AND PUBLIC

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted - to consider commercial and staffing matters.

16. UPGRADE OF IT SYSTEMS IN THE OFFICE

At the June Parish Council meeting it was resolved that other quotes are sought and are taken to a future Parish Council meeting.

Recommended – to consider the 3 quotes emailed with agenda.

17. EMPLOYEE PAY RISES

17.1 The attached report was presented to the Staffing Committee at a meeting on 26.06.18 and the staffing committee recommended that:

(i) and (ii) in the confidential report is approved for recommendation to the full Council for employee (1) and that employee (2) pay is to be reviewed in April 2019.

17.2 At the last meeting it was agreed that the Clerk finds out about the 'Living Wage' and 'Real Living Wage' and that this item is re-visited at the August Parish Council meeting. The following information has been confirmed as being accurate by Ellis Whittham:

*The Living wage is just the name for the top level of the national minimum wage (i.e. 25 years old and above) and is currently £7.83. **This is the legal minimum.***

The Real Living Wage is not a legal requirement, however some organisations commit to paying it and some organisations require their contractors to pay it. It is £8.75 around the UK and £10.20 in London. It is voluntary.

18. STAFFING MATTERS

To consider the recommendation in the Staffing Committee minutes (attached). With the reduction in the hours of one admin assistant and the proposed hours of a new admin assistant the cost to the Council (pay and pension) will be in the region of £2,827 per year. The reason for the increase in administration hours is due to the Council agreeing to take on the Library/Hub.

As there is no budget for this, if approved, the cost will come out of general reserves.