

PAULTON PARISH COUNCIL

Minutes of the Parish Council meeting held on
Tuesday 20th July 2021 at 7.00pm held in the Village Hall

PRESENT: Councillors T Bridgeman, D Garlick, G Garlick (Chairman),

L Hardman, J Humphries, G Johnson, A Lyons, A Meaton, A Pitt (7.02pm) and R Wollacott.

IN ATTENDANCE: Carol Hall – Clerk

21-44. APOLOGIES FOR ABSENCE

Apologies were received from Councillors M Colliver, G Dix, K Paul and H Warren.

No apologies were received from Councillors Z Escott, P McSherry and C Mitchard.

21-45. PUBLIC PARTICIPATION

There was none.

21-46. DECLARATIONS OF INTEREST

There was none.

21-47. CONFIRMATION OF MINUTES

Resolved – that the minutes of the meeting held on 29th June 2021 were confirmed as a true record and signed by the Chairman.

21-48. CHAIRMANS REPORT

The Chairman provided an overview of activities undertaken since the last meeting including:

- Joined the Brownies club on the 24th June where the Council were presented with a card as a thank you for the grant that had been awarded.
- Attended the NALC Finance for Councillors training on the 8th July, Councillors who had not booked a place were encouraged to contact the Clerk and do so as it was very informative and helpful training.
- A presentation was made with Cllr L Hardman and C Mitchard to Tim Jennings who was retiring as the number 83 bus driver who had driven the local children to school for many years.

The Chairman also informed the Council that the RFO, Jo Swift, had completed her last day on the 19th July due to outstanding holiday. The collection was used to purchase vouchers as a thank you for her service to the Council.

21-49. FINANCES

Resolved – that the June finances would be deferred to the August meeting as there had been insufficient time to review them.

It was noted that the possible investment/account options for the £100k investment would also be added to the August agenda.

21-50. ANNUAL ASSEMBLY/ENGAGEMENT MEETING

Resolved – that due to the continuing rise in COVID cases and the advice to exercise caution, the event would be postponed until 7th October.

21-51. ORGANISATIONAL AND OPERATIONAL REVIEW

Please note this agenda item was chaired by the Vice Chairman Cllr G Johnson.

Each recommendation was discussed in detailed with suggestions collected. The following was agreed as the next steps:

- Managing Office Workflow: It was noted that the admin team had made changes to improve the workflow and the Clerk would be changing the afternoon working patterns to allow a handover and time for training to ensure a multiskilled team.
- Replacement for the RFO: It was agreed that there was no benefit in changing the title of the Clerk or amending line management responsibilities. The Staffing committee will put together a proposal for the replacement of the RFO taking into consideration the other staffing recommendations within the report. The Clerk will also look at putting together an organisational chart with the offer of support from Cllr A Pitt.
- Project Management: It was considered that the recommendations made were reasonable, the Clerk will now further investigate what this will mean for Paulton Parish Council, in particular using the forthcoming projects and will report back to the Full Council.
- The Hub: It was agreed that the Hub would consider the recommendations made within the report and consider a proposal for Full Council which would also take into consideration suggestions from the volunteer event.
- Committees: There was a general consensus that it would not be suitable to merge the Events committee with the Parks and Amenities committee however it was also acknowledged that a reduction in the number of meetings is required. Suggestions were made in relation to decreasing the frequency of some meetings, disbanding the Magazine working party and having a summer recess in August. The Clerk will put together a proposal for September's meeting.
- Grant and Media Assistant: It was agreed that this responsibility could be included within the Role of any new proposed employee and did not need to be recruited for on its own. The Staffing committee would consider this within their proposal.
- The Council as a Trustee: The Clerk will seek advice as recommended within the report along with any training available for those who may wish to attend.

21-52. ANNUAL REVIEW OF CCTV POLICIES

Resolved – that the policy was reviewed with the following change:

The system users will be amended from the Parish Clerk, together with the Chairman and Vice Chairman of the Parish Council to the Officers of the Council.

21-53. EQUALITY AND DIVERSITY POLICY

Resolved – that the existing policy was reviewed and approved with no changes.

21-54. LONG SERVICE AWARDS

Resolved – that the recommendation from the Staffing Committee was approved and the long service award scheme for employees was adopted.

21-55. COUNCILLOR GRAHAM DIX

Resolved – that Paulton Parish Council would like to recognise the contribution Cllr G Dix has made as a Councillor for Paulton over the last 51 years. A tree will be planted along with a plaque in recognition, the Parks and Amenities Committee will agree the location and identify potential varieties.

21-56. DATE OF NEXT MEETING

The next scheduled meeting of the Parish Council is on **Tuesday 17th August at 7:00pm.**

Meeting ended at 8.29pm

Signed: Date:
(Chairman)