

# WELLESBOURNE & WALTON PARISH COUNCIL

## ***Minutes for a meeting of the Office & Staffing Committee of the Council on Tuesday 25<sup>th</sup> April 2023 at 7.30pm at the Methodist Hall, Bridge Street, Wellesbourne***

Present: Chairman: Cllr Mrs Prior

Councillors: Barton, Mrs Bolton, Shepherd

Clerk: Mrs Scriven Members of public: 0

1. **Welcome and announcements**
2. **Apologies received - none**
3. **Declarations of Interest - none**
4. **Confirmation of the order of the Agenda - agreed**
5. **Identification of any items that might be resolved for confidential session - none**
6. **Confirmation of Minutes of 21<sup>st</sup> February 2023 - agreed**
7. **Open Session for members of the public to raise any matters of relevance to the Parish - none**

### **8. Office matters**

8.1 Chairman's update – Work had commenced on Year End Accounts, landlords electrical inspection would be taking place on 27<sup>th</sup> April and the Clerk was currently working through paperwork to condense records for storage in readiness of the office move. A letter had been received from Chedham's Yard requesting provision of office space in any new PC premises, the PC would consider this but could not confirm at this time.

8.2 Working towards a paperless Council – Cllr considered the possible reduction of its carbon footprint by going paperless.

#### **8.2.1 \*Consideration of costs:**

- Printing (cost of printer/printing ink)
- Paper/stationery
- Staff time (preparation of papers – printing/collating)
- Postage
- Tablet/laptops for Cllrs
- Wifi requirements (internet access during meetings)

8.2.2 Non financial benefits to Councillors – It was noted that all electronic devices would be Council property and used in accordance with the Council policies for office equipment use. Any equipment would be returned upon the resignation of the Cllr.

#### **8.2.3**

Recommendation to Full Council to purchase 11 tablets or similar for use by Cllrs to a maximum £7000	Prop Cllr AS, 2 <sup>nd</sup> Cllr DB carried
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8.3 Future of Parish Council offices – moved to confidential session

8.3.1 Consideration of Heads of Terms/Lease possibilities – moved to confidential session

### **9. Staffing matters**

9.1 Annual leave update – report noted with correction to the balance of leave

9.2 Assistant Clerk – post probation update – The Asst Clerk was enjoying his new role but was finding minute taking a challenge. Cllrs agreed the meetings could be recorded to make minute taking easier with the recordings deleted once the minutes had been approved.

### **10. Cllr and Clerk exchange of information**

Cllr Shepherd asked if any progress had been made with the Quality Assurance Scheme (QAS). Due to the difficulties with recruitment, this had not been progressed further and it was noted that some areas of the website still required updating to comply with QAS.

### **11. Date of next meeting – 11<sup>th</sup> July 2023**

Under Section 100A of the Local Government Act 1972, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under Paras 1 and 11 and Part 1 Schedule 12A of the said Act, that the public be excluded.

### **CONFIDENTIAL**

8.3 Future of Parish Council offices – Cllr AP and the Clerk had met to look at possible office space on behalf of the Council and Cllrs discussed the requirements of the Council property going forward.

8.3.1 Consideration of Heads of Terms/Lease possibilities – These had been reviewed by Cllrs and were with the solicitors for comment.

There being no further business to discuss, the meeting closed at 9.05pm

Chairman Cllr Barton.....

Signed.....

Date 15<sup>th</sup> August 2023.....

(Completed 27<sup>th</sup> April 2023)