



**Minutes of a Meeting of the Communications Committee
of the Goring-On-Thames Parish Council
Tuesday 19th October 2021 at 7:30pm**

Public Forum:

MoP reiterated a communication received by the committee from that MoP in advance of the meeting.

Members Present:

Chairman Cllr E McCorkell (EM)

Members Cllr M Brown (MBr)

Cllr B Urbick (BU)

Officers Present:

Clerk Mrs L White (LW)

Public & Press: 1 MoP

Meeting Started: 14:01

21.05.1. To elect a Chairman of the Committee

Resolved: To appoint Cllr E McCorkell as Chairman, unanimous.

21.05.2. To receive Chairman's acceptance of office

Signed and Received.

21.05.3. To receive apologies for absence and to approve the reasons given. [LGA 1972 s85(1)]

None

21.05.4. Declarations of Interests [LA 2011 s31]

None

21.05.5. To consider requests for Dispensations [LA 2011 s33]

None



21.05.5.1. To consider the how to communicate on the upcoming consultations for: Open Spaces and Village Entrance Signs.

Proposal: Distributing A5 leaflet to every home, inviting homes without internet access to contact the Clerk directly for paper copies of both consultations.

21.05.5.2. To approve printing and delivery budget & methods

Proposal: To approve £250 budget to ask Dor2Dor to deliver, £400 printing budget for full question leaflets.

[ACTION Clerk to Contact a member of the Neighbourhood Plan Group as to how they ensured all homes received requests to consult]

21.05.5.3. To approve general layout, and approve that the final wording will be agreed by e-mail between the members of the communications committee and the Clerk.

The Chairman invited the Member of Public to Speak; who stated that the questions should not be overly complicated and have people think too hard.

Resolved: Approved unanimously to: put through every door, ask for responses from all members of the community aged 16y and above. Final decision as to whether to have full questionnaire through door, or a leaflet asking people to go to the website to answers, and final wording, delegated to the Clerk, in consultation with the members of this committee.

21.05.6. To consider how to prepare submissions to the GGN

21.05.6.1. To approve to hold informal meetings to divide the topics, as chosen by the Council, between members of the committee & the Clerk.

Resolved: Approved, Unanimous.

21.05.6.2. To approve that the content of the submissions will be circulated between the members of the committee and the Clerk, to check for factual accuracy prior to the Clerk submitting the articles to Goring Gap News by the Copy Date on behalf of the council.

Resolved: Approved, Unanimous.

This month:

- Winter & Summer of Play, Move to the Pavilion – BU
- Dog Waste – MBr
- Enforcement & Memorial Benches – EM



21.05.6.3. To approve topic list for upcoming editions where no council meeting has been held that month. Proposals include:

- *December Submission (January Edition): Budgeting and Council Finance*
- *February Submission (March Edition): Planning and the Role of the PC or Annual Meeting of the Parish Report, dependant on when Annual Meeting of the Parish is held.*
- *April Submission (May Edition): Whichever not published in March.*

Resolved: Approved, with Role of the Clerk, targeted for January Edition.

21.05.7. Matters for future discussion

None

21.05.8. To confirm the date of the next meeting will be agreed via email when need arises.

Confirmed.

Meeting Closed: 14:27

| | |
|----------------|---|
| Title | Request for Funding for Platinum Jubilee Street Party PA System. |
| Authors | GAP Festival Treasurer |
| Meeting | Goring-on-Thames Parish Council Meeting – 16 th May 2022 |

An urgent request from the organisers of the Jubilee Street Party

Over 3,500 people have booked to attend the Jubilee Street Party on 5th June, the majority of whom are Goring’s residents. I understand that the councillors have previously decided to organise the morning activities on Sheepcot Field and not to support the lunch event financially. However, we are currently faced with some additional unbudgeted costs that go beyond the level of sponsorship we have managed to raise and I am asking if the council would reconsider.

I attach the documentation sent to WBC SAG, who are acting on behalf of SODC and OCC Highways, which has successfully resulted in granting our Jubilee planning group permission to hold this event on the public highway and the required TTRO to close Goring and Streatley High Street on the afternoon on 5 June. This procedure itself has cost us over £3,250 but within the document there is a statement that a PA system will be in place to instruct the attendees to clear the road in the event of an emergency vehicle requiring access. We received the attached quote for the provision of the PA system which amounts to £17,192.65. This is well above the expected figure and unfortunately we have been unable to raise the additional funds necessary to cover the extra cost.

I believe that the street party as planned will create wonderful memories for all who attend, especially the children and, in addition to the safety aspects, the PA system covering the whole area will make it more of a single co-ordinated event. I realise this is extremely late in the day and there are procedural difficulties around GPC making grants and donations, I am therefore writing to ask if the GPC could support the event by contracting directly with Henley Theatre Services to supply the PA system for the full length of the Street Party. Should GPC be willing to do so, the festival committee would be happy to contribute £4,000 back to council funds which we had allocated for this.

Obviously we are working hard to keep the event on track and truly appreciate any help GPC can offer. I understand there is a council meeting this evening hence apologies for the direct email copied to everyone



- Job Title:** Clerk & Responsible Financial Officer
- Job Purpose:** To carrying out all the functions required by law of Council's Proper Officer.
- Responsible to:** The Parish Council – Generally Managed by the Staffing Committee.

Principal Duties and Responsibilities:

1. The Clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of a council's Proper Officer, and in particular to serve or issue all the notifications required by law.
2. The Clerk is responsible for ensuring that the instructions of the Council in connection with its function as a parish council are carried out.
3. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the council's activities, and in particular, to produce all the information required for making effective decisions and to implement constructively all decisions.
4. The Clerk is the Responsible Financial Officer and accountable for all financial records of the Council and the proper administration of its finances.
5. The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.
6. The Clerk will understand the issues facing Parish Councils and the environment within which our Council operates, and will commit themselves and the Council to an ethos of public service.

Ensuring compliance with legal duties:

1. To ensure that statutory and other provisions governing or affecting the running of the council are observed, including advising the council as to the requirements of existing and new legislation.
2. To prepare, in cooperation with the chairman of the council estimates of income and expenditure for each coming financial year, such estimates to form the basis for the annual budget, when approved by the council, and the basis for the precept to be submitted to the district council.
3. To prepare financial reports on all relevant matters, monitor and balance the council's accounts and prepare records for audit and value added tax purposes.
4. To ensure that the council discharges properly its obligations regarding health and safety and risk assessments.
5. To ensure that the council's obligations in respect of insurance are properly met.

6. To prepare, in consultation with appropriate members, agendas for meetings of the council and committees.
7. To attend meetings of the Council or Committees as required and prepare minutes for approval.
8. To receive correspondence and documents on behalf of the council and to deal with the correspondence or documents or bring such items to the attention of the council. To issue correspondence as a result of instructions or the known policy of the council.
9. To manage the ordering of goods and services supplied to the council and ensure they are properly paid for. To issue invoices for goods and services supplied by the council and ensure proper payment is received. To prepare reports for the council on payments and receipts.
10. To study reports and other data on activities of the council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation to and discussion by the council.
11. To draw up both on his or her own initiative and as a result of suggestions by councillors proposals for consideration by the council and to advise on practicability and likely effects of specific courses of action.
12. To supervise any members of staff as their line manager in keeping with the policies of the council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
13. To monitor the implemented policies of the council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
14. To issue notices and prepare agendas and minutes for the parish meeting (an annual event): if required, to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies that are agreed by the council.
15. To manage the council's website, ensuring that it's content of is kept fully up to date and in compliance with the requirements of freedom of information legislation and data protection; and to ensure that it remains technically suitable to the needs of the council.
16. To manage the council's burial ground.
17. To prepare, in accordance with the appropriate rules agreed by the council, news releases about the activities and decisions of the council and to respond to media enquiries in accordance with the same rules.
18. To comply with the Freedom of Information and Data Protection Acts.
19. To continue to acquire the professional knowledge necessary for the efficient management of the affairs of the council, including attendance at training courses and seminars on the work and role of the clerk/assistant clerk, as required by the council.

Other duties:

To undertake additional duties as required, commensurate with the level of responsibility of the post.

Note:

This job description outlines the main duties and responsibilities of the position of Clerk at the date written. It is prepared for the benefit of both the post holder and the council in

understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the council in response to the changing needs of the village. Some of these duties may be executed by other employees of the council.



Person Specification: Clerk & Responsible Financial Officer

These criteria will be used to short-list candidates for interview. Experience may have been gained in a paid or voluntary capacity. Please demonstrate how you meet the person specification in your application.

ESSENTIAL

| Knowledge and Qualifications | |
|--|---|
| Good standard of English & Maths | GCE 'O' Level/GCSE grade C or equivalent as a minimum |
| Some financial management experience | Budgeting, keeping financial records |
| Local Government knowledge | Some knowledge of Local Government organisation and operation |
| Skills | |
| Ability to complete necessary training | e.g. the Certificate in Local Council Administration (CILCA) |
| Computer skills | Word-processing, spreadsheets, internet, email etc (Council has Microsoft 365 Subscription) |
| Staff Management | Some staff management experience |
| Excellent written communication | Experience of servicing meetings, writing reports, letters and minutes |
| Oral communication skills | Excellent public facing and telephone manner |
| People skills | Experience of dealing with the public / difficult people |
| Customer service skills | Experience of providing excellent customer services |
| Problem-solving skills | Initiative to solve problems |
| Attitudes | |
| Positive, can-do attitude | Seeks solutions, responds positively, deals with negativity |
| Can work on own initiative | Undertake research, provide advice, contribute to ideas |
| Able to work under pressure | Organised and able to meet deadlines |
| Flexibility | Able to service evening meetings / weekend functions |
| Team player | Able to work well with others |

DESIRABLE

| Knowledge and Qualifications | |
|-------------------------------------|---|
| Parish Council knowledge | Has worked for a Parish Council |
| Holds a relevant qualification | e.g. CILCA, Cert HE in Community Governance |
| Financial management | Experience of reading and presenting management accounts |
| Local Government knowledge | Knowledge of Local Government Acts, GDPR, Freedom of Information, Employment Law etc. |
| Local Knowledge | Knowledge of the main issues affecting the area |
| Skills | |
| Community Engagement | Experience of supporting communities, undertaking surveys |
| Computer Skills | Use of databases, website management, social media |
| Creative ability | Able to contribute to the design of newsletters / posters etc |
| Presentation skills | Able to use equipment and speak confidently in public |
| Other | |
| Car driver | Has vehicle available for business use, due to the size of the Parish |



GORING-ON-THAMES PARISH COUNCIL

Goring on Thames Parish Council
Gardiner Pavilion, Upper Red Cross Road, Goring, Reading RG8 9BD
Clerk@GoringParishCouncil.gov.uk

STAFF VACANCY

Clerk & Responsible Financial Officer

The Parish of Goring-on-Thames is located in the District of South Oxfordshire, within the Chilterns Area of Outstanding Natural Beauty (AONB) with an Electoral Roll circa 2750.

Applications are invited for the post of Clerk and Responsible Financial. This is an office / site based, part time, permanent vacancy for XX hours per week. It is not possible to fulfil the requirements of this role solely from home, and involves some evening meetings. A parish council laptop and mobile phone will be provided, in addition to the Council equipment for use at the Council Offices.

Salary offered is pro rata to the national scale LC2 (24-28) of between £29,174 and £32,798 a year for a full time (37 hrs a week) equivalent. The Parish Council currently enrolls the Clerk into the Local Government Pension Scheme.

The successful candidate will play an integral role in serving the parishioners of the Civil Parish of Goring-on-Thames and will be responsible to the parish council as a corporate body.

For further information, an application pack is available to download at <https://www.goringparishcouncil.gov.uk/> or please contact the present Clerk by emailing Clerk@GoringParishCouncil.gov.uk.

Closing date for applications: **4.00pm on Monday 30th May 2022**. Applicants are requested to submit a completed application form (available directly from the clerk, or download from the website), and will also include a C.V. and covering letter. Applications should be marked confidential and for the attention of the Parish Clerk.