

Minutes of an Extra Council Meeting of the Goring-on-Thames Parish Council

Monday 16th May 2022 at 19:30, Gardiner Pavilion

Public Session – Prior to the Start of the Meeting

MoP1: Asked how much money was currently in the bank account, the values were read out by the Clerk.

MoP2: provided in advance of the meeting by email, and read by the Clerk: I would just like to say that I am appalled that the council might consider spending just over £13,000 (£14,300+VAT - £4,000) of money on a PA system for a few hours. It might be easier with such a system but it is hardly necessary and in the current economic climate I feel it is in extremely poor taste to spend money on this. I hope common sense will prevail and the Parish Council will use our hard earned money more wisely.

Members Present:

Chairman	Cllr Bryan Urbick (BU)
Vice-Chairman	Cllr Sonia Lofthouse (SL)
Members	Cllr David Brooker (DB) Cllr James Emerson (JE) Cllr Emma McCorkell (EM)

Officers Present:

Clerk	Laura White (LW)
Assistant Clerk	Sinead Archer (SA)

Public and Press: At least 9

Meeting started 19:32

AGENDA

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

Cllrs L Reavill and J Wills had sent their apologies; they were unavailable for this extra meeting.

Resolved: The reasons for absence were approved, unanimously.

21.03.2. Declarations of Interests [LA 2011 s31]

None

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

None



21.03.4. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

21.03.4.1. Meeting held on 21st March 2022

The Chairman highlighted some typographical errors which had been corrected earlier the day, since the papers had formally been issued.

Resolved: It was unanimously agreed the minutes were an accurate record of the meeting and they were duly signed.

21.03.4.2. Meeting held on 09th May 2022

The Chairman highlighted some typographical errors which had been corrected earlier the day, since the papers had formally been issued.

Resolved: It was unanimously agreed the minutes were an accurate record of the meeting and they were duly signed.

21.03.4.3. Matters arising from the minutes not elsewhere on the agenda.

Asked why the draft minutes were not on the website; in contravention of the Communications Policy.

21.03.5. To receive Chairman's report and announcements

None

21.03.6. To receive minutes of meetings from Committees

21.03.6.1. To receive the Minutes of the 19th October 2021, Communications Committee.

Appendix A

The minutes were unanimously received.

21.03.7. To Consider an Urgent Request for Funding Toward Jubilee Street Party PA System

Appendix B

21.03.7.1. To receive an item of correspondence, requesting funding for the Jubilee Street Party PA System, cost £14,327.20 (+VAT), noting the offer of £4,000 toward the costs.

The correspondence was received.

The Gap Festival Treasurer gave a summary of the request, including details of the road closure, and its requirement to have a PA system to inform the public if the road needs to be cleared in an emergency situation.

The treasurer was asked directly, if there was an updated quote, as per a Councillor discussion directly with the proposed supplier. It was confirmed that this 2nd quote would have only a PA system on half of the route, with marshals and megaphones on the remaining part.

The treasurer was asked directly, what the original estimate was for the PA system was and why this large cost had come in so close to the event. No figure was given.

The treasurer confirmed that whilst the street party and festival were considered separate events, it is likely that there would be one set of accounts for both.

It was confirmed by the organisers that 15 marshal stations, manned for 5.5 hours each were needed regardless of the size of the PA system.

It was suggested that £14,000 would be given toward the PA system, but with a requirement that 50% be given back, subject to the Festival making enough money to make this payment.

21.03.7.2. To consider reinstating the Grants Policy for this one application to allow funding the PA System

NOTE: Paying directly for the PA System is a Grant-in-Kind

NOTE: Giving the monies directly to the Jubilee Committee would be a Grant.

It was detailed to the members present that to the Council to proceed with a grant such as this, the grant policy would need to be reinstated. The grant policy specifically states:

- Organisations cannot apply more than once per year
- Organisations cannot apply for a grant for a project retrospectively

It was further discussed that should the monies be granted to the Jubilee, the monies + VAT would need to be granted. Were the Council to pay for the PA system directly, which would be a grant in kind, 3 quotes would need to be received before a decision can be made.

Comments were received from the public that fundraising had been exhausted and there are far less volunteers available than in previous years, such as the previous street party in 2012.

It was raised that, should the Grant Policy be reinstated just for this matter, how do we stop further requests from other organisations along the same lines?

Resolved: The Council approved unanimously to reinstate the grants policy only for this purpose only, and subsequently suspend the policy once again.

Resolved: The Council approved unanimously for the benefit of our community, to part grant / part loan the money ensuring that the Jubilee Street Party could go ahead. The Council will provide £14,000, £7,000 of it being a grant, the other £7,000 being a loan to be repaid by the end of the current financial year. The repayment is subject to the GAP Festival raising the money to repay it. The monies are provided for the purposes of paying for the PA system for the Jubilee Street Party and is subject to the full PA system being commissioned (Circa £17,200 including VAT). The Council is making this decision as an exception, including the reinstatement of the Grants Policy, only for this activity due to the significant risk the event may be cancelled should the monies not be received.

21.03.7.3. To approve paying for PA System and agree maximum budget, subject to:

- receiving 3 quotes, in line with Parish Council Financial Regulations; selection and awarding of works delegated to the Clerk in consultation with a quorum of Councillors.
- receiving the partial payment for £4000 from the Jubilee Committee prior to awarding the works.

- receipt of a completed Grant Application by the Jubilee Committee in accordance with the Grants Policy as approved at the November 2021 meeting.

This item from the agenda was not required as the Council had already approved to award a grant and provide a loan.

21.03.8. Annual Meeting of the Parish [LGA 1972 14 (1)]

21.03.8.1. To approve a date for the Annual Meeting of the Parish

To be held each year between 1st March & 1st June

Resolved: Approved unanimously: 31st May 2022, 6pm for the Annual Meeting of the Parish, following the Streatley Parish Council format of groups with tables etc.

21.03.8.2. To approve budget for printing of any report including number of copies, communications and any refreshments.

Resolved: Approved unanimously, a budget of £1000 to include printing, refreshments etc.

21.03.9. Election for the 3 vacant seats.

21.03.9.1. To note 15 electors have called for an election to fill the 3 vacant seats; the proposed election date is currently 14th July 2022.

The forthcoming by election was noted.

21.03.9.2. To approve asking SODC to issue Polling Cards – Estimated Budget £2,500

Resolved: Approved by majority to ask SODC issue polling cards, budget estimated £2,500, noting this cost will be applicable to the April 2021 Polling Cards also.

21.03.9.3. To approve budget for the Election – Estimated cost £5,000-£6,000, to be taken from Operating Reserves EMR, and to be replenished over time.

Resolved: Approved unanimously to spend the estimated £5,000-£6,000 election costs from the Operating Reserves EMR and replenish over the coming years.

21.03.10. Chairman Designation

21.03.10.1. To approve that throughout all Council documentation the word “Chairman” refers to a legal definition and can be taken to be representative of any of the following words

- Chairman
- Chairwoman
- Chairperson
- Chair

Resolved: Approved unanimously that all the above terms can be taken to be representative of the legal definition of “Chairman” with respect to legislation relating to Parish Councils.

21.03.10.2. To further approve that the Chairman of the Council and any Committees, Sub-Committees and Working Groups shall define immediately after their appointment whether they shall be referred to as:

- Chairman
- Chairwoman
- Chairperson
- Chair

Resolved: Approved unanimously as detailed above; to be added into the next revision of the Standing Orders.

21.03.11. Matters Relating Staffing

Appendix C

Note: Verbal Report to be given as the Committee Meeting is immediately prior to this meeting.

21.03.11.1. To note the resignation of the Clerk & RFO; last working day 6th August 2022.

The resignation was unanimously noted, the Chairman offered their thanks and noted the last official date of working for the Clerk would be the 9th August. Annual Leave will be taken on the 8th/9th August, and the Clerk is unavailable for work most Fridays. The last working day therefore being 4th August.

21.03.11.2. To approve Clerk & RFO Job Description; Person Specification & Advert.

The Staffing Committee made recommendation for the following updates:

- PayScale SCP 24-28 amendment to 20 hours + 10 hours overtime
- Change advert closing date to 6th June, planned interviews for 9-10th June.
- Change the person specification to experience of dealing with the public.

Resolved: All 3 documents were unanimously approved for use, including the proposed updates,

21.03.11.3. To delegate to the Staffing Committee actions relating to the search & employment of a new Clerk & RFO including:

- Advertising for the position
- Interviewing the prospective candidates
- Negotiating by mutual agreement with the current Clerk an earlier finish date, should a suitable replacement be found in advance, and be appointed by the Council.

NOTE: only the Council can appoint a Clerk and RFO.

Resolved: Unanimously approved to delegate to the Staffing Committee the recruitment, including asking other non-committee councillors to sit on the interview panel if required.

21.03.11.4. To approve hours and scale points for all roles for the FY 2021-2022, as recommended by the Staffing Committee for:

- Current Clerk
- Assistant Clerk
- Facilities Assistant

- Litter Picker
- Cleaning Provision
- Zero Hours Contract Staff – Archiving

Resolved: Approved Unanimously, the recommendation of the Staffing Committee, as listed below:

Current Clerk: SCP 29, 25 hours per week, maximum 5hours overtime

Assistant Clerk: SCP 09, 13.5 hours per week total, to include any after 8pm, or weekend working uplift.

Facilities Assistant: SCP 08, Role Rescoped to SCP7-12, 35 hours per month, including any after 8pm, or weekend working uplift.

Litter Picker: National Living Wage; 7 hours per week.

Archivist: SCP 06; should additional work be offered (NOTE: Zero Hours Contract)

Pavilion Cleaning: £12 per hour, 5 hours per week, outsourced.

Future Clerk: SCP 24-28, 20 hours per week, up to 10 hours overtime per week, as required.

Uplifts back dated to 1st April 2022 for Assistant Clerk and Facilities Assistant.

21.03.11.5. To approve inclusion of Assistant Clerk Role to the LGPS Pension Scheme.

Resolved: Approved Unanimously.

The following confidential section was not required.

21.03.12. To consider and, if thought fit, approve the following motion: In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.

21.03.12.1. To consider quotes for the Jubilee Street Party PA System, subject to their receipt prior to this meeting.

Not required.

21.03.13. To confirm the time and date of the next Meeting:

21.03.13.1. Additional Full Council Meeting to approve AGAR and associated financial documents.

Currently Scheduled for 15th June 2022, subject to Cllr availability, date to be confirmed, subject to village hall or community centre availability.

Agreed.



**GORING-ON-THAMES
PARISH COUNCIL**

21.03.13.2. To reconsider the date of the July meeting as agreed at the meeting of the 9th May 2022, subsequent to confirmation SODC plans to hold an election for the 3 vacant seats, on the 14th July 2022.

Resolved: to schedule the meeting for Monday 25th July, subject to village hall availability and the election taking place on the 14th July.

Meeting Closed: 20:40