

**Minutes of a meeting of the Full Council of Stirchley and Brookside Parish Council**

**held on**

**Tuesday 10th January 2023 at 7:00pm at the Sambrook Centre, Stirchley**

Present: Cllrs L Powers (Chair), C Turley, H Unwin, S Vaughan-Hodkinson, T Wood, C Lloyd, A Watkin, G Sinclair, A England and J Loveridge

Also present: M Turner (Parish Clerk) and C Maclean (Locum RFO)

Public Open Session:

There was one member of the public present.

**FC/22/108 APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were received from Cllr Bate.

**FC/22/109** **MINUTES**

It was proposed by Cllr T Wood, seconded by Cllr S Vaughan-Hodkinson and, with nine votes in favour and one abstention,

**RESOLVED – that the minutes of the Full Council meeting held on 7 December 2022 be approved.**

**FC/22/110** **MATTERS ARISING** (from the Minutes)

The Parish Clerk noted that, in relation to Fairshare, there seemed to be no rental agreement in place for the use of the office at the front of the building. He would put one in place. Concerning CCTV, the Parish Clerk had invited Marvyn Joseph, or a colleague with technical knowhow, to attend a Council meeting to field any question or queries.

**FC/22/111 PARISH CLERK’S REPORT**

The Parish Clerk reported:

**Asset Maintenance**

**1. Sambrook Centre Roof**

The Clerk reported that he had received a quote to address issues with the guttering for £388.00 which he intended to accept.

**2. Sambrook Centre Front Doors**

The work required on the front doors had been undertaken and they seemed to be working well.

**3. Hot Water at The Sambrook Centre**

The Clerk was awaiting a quote to undertake the necessary work required. The timetable for the work to be undertaken was dependent on the value of the quote.

 **Committee Meeting Schedule**

 The Clerk proposed a schedule of meetings through to the end of April 2023.

 It was proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr T Wood and unanimously

**RESOLVED – that the proposed schedule be adopted.**

 **Payments over £500.00**

It was proposed by Cllr T Wood, seconded by Cllr S Vaughan-Hodkinson and unanimously

**RESOLVED – that payments of over £500.00 be agreed to the Shropshire County Pension Fund, J Manny Ltd, Chris Maclean, Telford and Wrekin Council and Midland Fencing Ltd.**

**FC/22/112 CIVILITY AND RESPECT**

The Locum RFO introduced three documents to the meeting:-

1. The LGA Councillor Code of Conduct (that had been approved at the Policy and Resources Committee Meeting on 26 October 2021 at agenda item PR/21/21)
2. The Dignity at work Policy
3. Councillor/Officer Protocol

Cllr A England was concerned that there should be reference to the Ledbury Judgement in the documentation. Cllr T Wood noted that this had been discussed and noted at the time of the adoption of the Code of Conduct by the Policy and Resources Committee in October 2021 and further discussion took place over how party politics should be represented within meetings. Cllr J Loveridge noted that, in all of the work of the Parish Council, it should be the community that came first.

It was proposed by Cllr T Wood, seconded by Cllr C Lloyd and unanimously

**RESOLVED – that the LGA Councillor Code of Conduct be adopted.**

In relation to the Dignity at Work Policy, it was noted that reference to the Personnel Committee should be removed. With this accepted,

It was proposed by Cllr T Wood, seconded by Cllr S Vaughan-Hodkinson and unanimously

**RESOLVED – that the Dignity at Work Policy be adopted.**

In relation to the Councillor/Officer Protocol, the Locum RFO drew Councillors attention to a series of key sections within the document that were important to the Council’s operation and reputation. In doing so, the Locum RFO noted that the Social Media Policy needed a major overhaul. Discussion took place over issues such as Councillors wearing different hats and the need to be clear about the capacity in which they might be acting.

It was proposed by Cllr T Wood, seconded by Cllr G Sinclair and unanimously

**RESOLVED – that the Councillor/Officer Protocol be adopted.**

The Locum RFO confirmed that he would not be seeking a sign up to the Civility and Respect Pledge that had been discussed previously. Once work on the training programme for Councillors and staff and that on staff contracts had been completed, then the Council would be in a position to do so.

**FC/22/113 FIRST DRAFT BUDGET FOR 2023/24**

The Clerk took Councillors through a draft budget for 2023/24. Discussion took place over a number of items therein, resulting in adjustments to the figures presented. There was some concerned about the way the figures were presented as a result of taking a download from the Scribe accounts package. The Clerk agreed to represent the budget factoring-in the adjusted figures and including a version grouping the cost Centres more meaningfully.

**FC/22/114** **EXCLUSION OF THE PRESS & PUBLIC**

 It is recommended that the press and public be excluded from the meeting for the following items of business on the grounds that they may involve the likely disclosure of exempt information in relation to any individual, as defined in paragraph 1, and/or information relating to financial or business affairs, as defined in paragraph 3, Part 1 of Schedule 12A of the Local Government Act ‘72.

It was proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr T Wood and unanimously

**RESOLVED – that the press and public be excluded from the meeting.**

**FC/22/115 HUMAN RESOURCE MATTERS**

1. **Staff Contract Matters**

Declaring an interest, Cllr S Vaughan-Hodkinson left the meeting.

It was It was proposed by Cllr A England, seconded by Cllr J Loveridge and unanimously

**RESOLVED – that the 3-day-a-week contract agreed at the Extraordinary Full Council Meeting of 18 October 2022 be extended to 3 April 2023, the beginning of the “summer season”.**

1. **Local Government Pension Scheme**

The Locum RFO proposed that the Council remain within the LGPS for the time being, thus removing the cost of immediate actuarial advice and keeping the Council’s options open for the future. With Councillor approval, he would explore this with the Pension Scheme.

It was It was proposed by Cllr S Vaughan-Hodkinson, seconded by Cllr A England and unanimously

**RESOLVED – that the Locum RFO should explore the option of the Council remaining within the LGPS.**

1. **Staffing/recruitment proposals**

The Parish Clerk confirmed that a temporary solution had been found for cover of the Customer Service Officer post, prior to a permanent appointment being made.

The Parish Clerk then left the meeting.

Noting the resignation of the Parish Clerk, it was agreed that a recruitment process start swiftly and that meetings be held to progress this.

The meeting closed at 8.59pm.