

**GREAT CORNARD PARISH COUNCIL**

Minutes of the Meeting of the **POLICY & RESOURCES COMMITTEE**

held in The Stevenson Centre at 8:25pm on Monday 25th September 2023

**Present**  Councillors Cllr Tony Bavington **Chair**

 Cllr Marjorie Bark Cllr Sharon Bowman

Cllr Tom Keane Cllr Stewart Sheridan

Cllr Jane Wakeman

Cllr David Young

Council Manager Mrs N Tamlyn

Council Administrator Miss E Skuce

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Pamela White and Judith Wilson.

1. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

**NONE.**

1. **DECLARATIONS OF GIFTS AND HOSPITALITY**

**NONE.**

1. **ITEMS BROUGHT FORWARD – FOR NOTING**

Members reviewed and **NOTED** the Items Brought Forward list.

1. **CORRESPONDENCE**
2. **Cornard Dynamos: Cricket Pitch at Blackhouse Lane**

Members reviewed the correspondence from Cornard Dynamos which was seeking permission from the Parish Council to use the cricket pitch as extra playing space.

In line with the discussion held by the Art, Sports and Leisure Committee earlier in the evening, it was **AGREED** to await the outcome of the next meeting of the Cornard Leisure Centre Working Group in regard to the ladies cricket team, and add the matter to the next meeting’s Agenda.

1. **TO CONSIDER A QUOTATION TO ACCESS BROADBAND AT THE BLACKHOUSE LANE FOOTBALL PAVILION**

Members considered a quotation from 3IT, the Council’s IT support provider, to install a wireless link kit between the Clubhouse and the Pavilion, including cabling and set up, for a one off cost of £530 plus VAT.

The Council Manager confirmed that Cornard United had given permission, at no cost to the Council, to access their broadband and to the installation of the wireless kit. This was required to enable the CCTV cameras at the Pavilion to be viewed from the Parish Council office.

A Member asked whether there were any ongoing maintenance costs associated with having the kit installed and the Council Manager advised that those costs were not yet known but would be added to the existing contract. It was **NOTED** that the kit would be installed on the roof of both the Clubhouse and the Pavilion buildings.

It was agreed to **RECOMMEND** to Full Council that it accepts the quotation from 3IT to supply and install a wireless link kit on both the roof of the Football Pavilion and the roof of the Cornard United Clubhouse, for a one off cost of £530 plus VAT, subject to the Council Manager establishing what the ongoing costs will be.

1. **TO CONSIDER THE COST IMPLICATIONS OF THE RECENT BLACKHOUSE LANE FOOTBALL PAVILION INSPECTION**

Members discussed the recommendations made by the Art, Sports and Leisure Committee earlier in the evening regarding the inspection of the Pavilion on the 14th August 2023 and **AGREED** that the Council Manager should seek quotes for works which are the Landlord’s responsibility only.

1. **TO CONSIDER A QUOTE FROM CORNARD UNITED FOR VARIOUS REPAIRS AND THE COST IMPLICATIONS OF THE RECENT CLUBHOUSE INSPECTION**

Members reviewed the Notes from the meeting with Cornard United on the 14th August 2023 and the quotation subsequently received from Cornard United for the works they advise are required. Members were also provided with a copy of a revised quotation with a more detailed cost breakdown and a copy of the Club’s Fire Safety Inspection and Risk Assessment – Door and Emergency Light Safety Inspection Report.

The quotation included both materials and labour costs and Members discussed the historic agreement between the Club and the Parish Council; that they provide the labour and the Council provides the materials. Cllr Bavington said that the agreement had worked well with Cornard United for almost ten years and he was more than happy to meet with the new Chairman of the Club to discuss the matter and clarify the agreement.

The Council Manager advised that the Cornard United Chairman, had advised that the figures were based on advantageous trade rates due to their contacts in the industry. The Council Manager was concerned that if an agreement with the club could not be reached, that the Council would need to find contractors to carry out the work which may cost a lot more.

It was **AGREED** for the Council Manager to go back to the Chairman and ask for a materials only quotation and a priority list of works. Once received, the Council Manager will arrange a meeting between the Club and Cllrs Bavington and Keane.

1. **TO RECEIVE AN UPDATE ON THE SURFACE WATER DRAINAGE AND RESURFACING OF THE STEVENSON CENTRE CAR PARK**

Members considered and **NOTED** Report No. G05 regarding the surface water drainage and resurfacing of The Stevenson Centre car park **(see Appendix A).**

The Chair stated that before any resurfacing can be carried out, the drainage needed to be addressed and the contractors who had carried out resurfacing works on behalf of the Council in the past, had been asked to provide a quotation for both aspects of the project. That quotation had come in above the available Budget so they had been asked to provide a revised quote based on a smaller soakaway and an overall cost that would meet the available budget of around £55,000. The quotation was still awaited.

A Member asked when the project was likely to start as it was important that it did not clash with the Recreation Ground play area improvement project. The Chair stated that depending on the estimate received, hopefully as soon as possible, as a further delay may result in the project costs increasing.

A Member raised concerns over having a smaller soakaway and the Chair explained that any sized soakaway would be an improvement and it could be extended or added to in the future.

The Chair stated that the Council had a long standing relationship with this particular contractor and that it would be beneficial to work with them as the preferred option, rather than going out to tender. It was hoped that the revised quote would be received in time for the next Full Council meeting but the Chair of the Parish Council could be asked to consider signing an Action out of Meeting if necessary.

1. **FINANCIAL MATTERS**
2. **To approve the latest list of payments**

Members reviewed and **NOTED** the latest list of payments **(see Appendix B).**

1. **To review the latest Financial Management Report**

Members reviewed and **NOTED** the latest Financial Management Report **(see Appendix C).**

The Chair stated that it was only half way through the financial year and the Parish Council may receive some additional income before the end of it.

Members noted that 93% of the dog and litter bin fund had already been spent but were advised that this was for emptying costs rather than new dog and litter bins.

It was also noted that 102% of the Insurance Budget had already been spent but the Council Manager advised that this would reduce as reimbursements were received from Cornard United and the Scouts.

**Meeting closed at 8:51pm**

**At 8:51pm, the Policy and Resources Committee, serving as the Human Resources Committee discussed a staff related matter**

1. **TO AGREE A PROCESS TO RECRUIT A NEW COUNCIL MANAGER**

Members reviewed the Job Description and Person Specification for the Council Manager role and were advised by the Chair that only a small number of changes had been made since the appointment of the current Council Manager **(see Appendix D)**.

Members reviewed the advertisement for the Council Manager position and the Chair advised that the role would be advertised on the websites of SALC, NALC and SLCC plus Indeed and on the Council’s noticeboards in the Village **(see Appendix D).**

Members agreed to **RECOMMEND** to Full Council that it adopts the Job Description, Person Specification and advertisement for the purposes of recruiting a new Council Manager

The Chair advised that Mr Dave Crimmins had previously assisted the Council with the recruitment of the current Council Manager and that he had been approached to advise the Council once again. **NOTED.**

Members reviewed and discussed the Proposed Recruitment Process **(see Appendix D).**

A Member raised concerns over the size of the proposed panel as they felt it might be intimidating to candidates and that a smaller panel of 2 rather than 5 might be more appropriate.

Members felt that candidates should be able to cope with a larger panel and agreed to **RECOMMEND** to Full Council that it appoints an interview panel consisting of the following Members, subject to the agreement of Cllrs White and Wilson who were not present at the meeting:-

Cllr Tony Bavington

Cllr Pamela White

Cllr Marjorie Bark

Cllr Judith Wilson

Cllr Tom Keane

Members discussed the interview timescales and timetable, as set out in the Proposed Recruitment Process and agreed to **RECOMMEND** to Full Council that it accepts both the timescales and the timetable, and to the proposed tour of the village being given to all candidates on day one, subject to any logistical issues being addressed before the day.

It was **AGREED** that Vice-Chair, Cllr Young, will host the meet and greet sessions on day one.

**Meeting closed at 9:35pm**

**APPENDIX A**

**Report No: G05**

**To receive an update on the plans to upgrade the surface water drainage and resurface The Stevenson Centre Car Park**

The condition of the Centre’s soakaways and drainage have been a cause for concern for many years and the project is identified on the Council’s Major Project list as a high priority.

A scheme to address the problem was first drawn up by Concertus, the Council’s architects, in 2017, and was part of the plans to extend and refurbish The Stevenson Centre. A revised version of the original scheme was subsequently approved by the Council in January 2020. The Council then instructed Concertus to carry out the tender process for the project and the findings of the Tender Analysis Report showed the costs to be in the region of £62,000-£70,000, although this did not include the resurfacing of the whole car park.

The project was put on hold due to the Covid-19 Pandemic; however, the Council continued to build funds and recently tasked the Council Manager to look into a reduced scheme which would be within the Councils Budget of £55,000 and include the resurfacing of the car park as well.

The Council Manager has been working with the contractor who recently resurfaced Stevenson Approach and the Allotment car park to adapt the scheme. Their engineer has suggested that the size of the new soakaway on the Recreation Ground be reduced from 195m2 to 80m2, with an option to upgrade or add another soakaway at some point in the future. This would represent a saving of around £6,000.

A revised quotation is currently awaited from the contractor.

**N Tamlyn**

**September 2023**

**APPENDIX B**

**Summary of Income and Payments for Great Cornard Parish Council up to the 1**



**APPENDIX C**





**APPENDIX D**

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**GREAT CORNARD PARISH COUNCIL**

**JOB DESCRIPTION - COUNCIL MANAGER**

**Post Title: Council Manager Post Number: 1**

**Responsible to: Great Cornard Parish Council Scale: SCP 29-32**

**Overall Responsibilities:**

The Council Manager is the most senior employee of the Council and as such is the **Proper Officer** of the Council, and therefore has a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law, of a local authority's Proper Officer.

A key requirement of the role is proactively to manage the resources and functions of the Council, and to provide leadership and professional management to the Council.

The postholder is responsible for ensuring the decisions of the Council in connection with its functions as a Local Authority are carried out and is expected to advise the Council on, and assist in the formulation of, policies, and, in particular, to produce all information required to assist the Council in making effective decisions.

The Council Manager is also the Council’s **Responsible Financial Officer**, responsible for all the financial records of the Council and the careful management of its finances.

The Council Manager will also act as the Clerk to the Great Cornard Burial Authority and the board of The Stevenson Centre Charity Trust.

**Principal Responsibilities and Requirements:**

**Key Relationships/Functional links**

**INTERNAL:** Parish Council Staff and elected Councillors

**EXTERNAL:** Service Providers, external bodies, contractors, community groups/organisations, charities, local government associations and other bodies (police, fire etc.), the community /general public and any other organisations to enable delivery of the Council’s services and functions.

**Management**

1. In conjunction with Council members, develop, maintain and review an overall strategy and Major Project List for the Council.
2. With members, effectively manage resources, functions and facilities to ensure best value.
3. Effectively manage the Council’s assets including The Stevenson Centre, the Village Hall, the Recreation Ground, the Village Green, Great Cornard Cemetery, Blackhouse Lane Sports Field, Great Cornard Country Park, Shawlands Wood LNR and the Allotments.
4. Develop links with outside organisations, principal and neighboring town and parish councils.
5. Work with members and other organisations to identify and access new sources of funding for existing and future Council projects.
6. Lead and supervise members of staff and develop their skills. Develop and manage human resources policies and procedures including equal opportunities, health and safety, disciplinary and grievance.
7. Review staff performance in accordance with appraisal procedures.
8. Monitor and advise on any changes to employment law or national agreements.
9. Lead the Council’s procurement of external contracts, ensuring proper procedures for tendering, and assessment of risk and value for money.
10. Arrange for contractor performance to be adequately monitored and for appropriate reports to be brought to the Council.
11. Develop IT use in the Council’s administration.
12. Manage the Council’s website.

**Administration**

1. Act as Proper Officer of the Council and carry out all the functions and responsibilities of that office, ensuring the execution of decisions of the Council in connection with its functions.
2. Ensure that the legal, statutory and other provisions governing or affecting the administration and management of the Council are observed.
3. Prepare, in consultation with appropriate members, agendas and reports for meetings of the Council and its committees; attend the meetings and prepare minutes for approval.
4. Receive correspondence and documents on behalf of the Council and deal with these, and communications from members of the public, or bring appropriate items to the attention of the Council.
5. Establish and maintain in good order all records relating to the Council and its committees (e.g., Minutes, Register of Members’ Interests, etc.).
6. Ensure the Council’s obligations as a Burial Authority and Sole Managing Trustee of The Stevenson Centre Charity and other local charities are properly met.

**Finance**

1. Act as the Council’s Responsible Finance Officer.
2. Effectively manage and monitor the Council’s finances and advise the Council on a financial strategy that will meet its declared financial and policy objectives.
3. Advise on the calculation of budget requirements and issue the annual precept in accordance with Sections 41 and 50 of the Local Government Act 1992 or such other legislation in force from time to time.
4. Make appropriate banking arrangements and be responsible for maintaining the financial records of the Council and for the administration of its finances.
5. Ensure the council’s obligations for payroll administration, pensions regulations, VAT, health and safety and risk assessments are properly met.
6. Ensure goods and services for which the Council is responsible are invoiced correctly and met and reported properly. Issue invoices on behalf of the Council for goods and services and ensure payment is received in good time.
7. Ensure good value for money is achieved through all contracts let by the Council.
8. Prepare, as required by the Council, reports on income and expenditure, in comparison to the annual budget; report on the financial implications of projects and policies; and make recommendations for future budgetary provision.
9. Make appropriate insurance arrangements, reporting to the Council on any requirement to extend cover.
10. Prepare statutory and other accounts and grant claims, payment of tax and VAT liabilities and completion of related returns. Make appropriate arrangements for the annual audit of accounts liaising as necessary with the internal and external auditors, and HMRC.
11. Prepare a financial forward financial plan from time to time, as directed by the Council, and advise on the financial implications of the Major Project List.

**Delegation and Other Duties**

This Job description sets out the main duties of the post; other duties may be assigned from time to time by the Council.

Subject to suitable oversight, the Council Manager in conjunction with the Council, may delegate the exercise of some of these duties, or parts of these duties, to other members of staff.

**Review**

An annual review of this job description will be undertaken, with a panel of members of the Council, as part of the appraisal and performance management process.

October 11, 2023

**GREAT CORNARD PARISH COUNCIL**

**Person Specification for Council Manager**

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| --- | --- |
| **Essential skills and knowledge** | Desirable skills and knowledge |
| Qualification / Education / Certification * A willingness to undertake training to gain the understanding of the legal and procedural issues of a parish council and to train for the Certificate in Local Council Administration.
 | Qualification / Education / Certification * Certificate in Local Council Administration (CiLCA) or other local administration qualification.
 |
| **Knowledge of Local Authority Environment*** Experience or knowledge of the parish sector.
* Commitment to public service.
 | **Knowledge of Local Authority Environment*** Understanding of local council procedures and law with an appreciation of the role and strategic importance of the town and parish sector.
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| **Experience in Administration and Finance*** Experience of preparing agendas and taking minutes.
* At least 5 years’ experience of administration and finance at a senior level in a similar role.
* Experience of setting and managing budgets and preparing financial statements.
* Experience of letting and managing contracts, purchasing and invoicing.
 | **Experience in Administration and Finance*** At least 3 years’ experience as a Clerk or Deputy Clerk to a Parish Council.
* Able to deliver projects on schedule and to budget.
 |
| **Staff Management*** Experience of directly managing staff, including agreeing work plans and conducting appraisals of performance.
 | **Staff Management*** Experience of training and mentoring staff.
* Management of contractors.
 |
| **Personal Skills*** The ability to provide minutes, agendas and reports and other written material using clear and concise English.
* Be self-motivating.
* Excellent organisational skills.
* Able to prioritise.
* Able to meet targets and deliver to tight deadlines.
 | **Personal Skills*** Experience of efficient and effective management of events.
 |
| **Interpersonal Skills*** Credibility to deal with the public, other local authorities and other organisations.
* Patience and the ability to listen.
* Take and give instructions.
* Team working skills.
 | **Interpersonal Skills*** Be able to demonstrate skills or experience to impart information clearly and persuasively, with the flexibility to adapt to different audiences and effectively communicate.
 |
| **IT Skills*** Software knowledge enabling use of internet, office emails, word processing, financial spreadsheets & website administration.
 | **IT Skills*** Experience of Quick Books.
 |
| **Other*** Full driving licence.
* Flexibility for weekend/evening work.
 | **Other*** A willingness to attend meetings or events to represent the Council should it be required.
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**Council:** Great Cornard Parish Council

**County:** Suffolk

**Salary:** from SCP 29-32 (currently £34,411 to £38,296) depending on qualifications and experience plus Local Government Pension contributions, with incremental extension to SCP 36 (currently £42,503), subject to satisfactory performance.

The Council Manager is the Proper Officer for the Council, assisting and advising councillors on the formulation of policies and the fulfilment of legal and financial obligations, executing decisions and managing Council business

As the Council’s Responsible Financial Officer, you will prepare budgets and ensure that the Council’s finances are properly managed.

Responsibilities also include the management of a community centre, open and closed churchyards, sports fields, allotments, country park and a woodland area.

The position is based at the Parish Council office in The Stevenson Centre, Great Cornard and contracted hours will be 37 hours per week, including evening meetings. Currently, there are two assistant clerks, two cleaners and a caretaker, all part time.

The Council strives to deliver the best possible service to local residents, a population of around 10,500 people, and has an annual precept currently of £263,167.

The successful candidate will have relevant previous experience of Local Government, will be an organised, conscientious and effective leader and manager, have excellent communication and IT skills required to work successfully with diverse groups such as our 14 Councillors, residents, other local councils, principal Local Authority departments, contractors and others.

The successful applicant will hold, or be willing to achieve, the Certificate in Local Council Administration (CiLCA). The Council will support training costs.

**If you would like to discuss the vacancy please ring Cllrs Tony Bavington 01787 378897, Stewart Sheridan 01787 371268 or Pamela White 01787 377107.**

**For an application form and further information please see** <http://www.greatcornard.onesufolk.net> **or email** councilmanager@greatcornardpc.co.uk **or phone 01787 373212.**

Letter of application and a completed application form may be sent by post or email, to arrive not later than 5pm on Thursday 2nd November 2023. Interviews will be held over two days on Wednesday 8th and Friday 10th November 2023.

**Great Cornard Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.**

