



Minutes of the **PARISH COUNCIL MEETING** held on
Monday the 11th October 2021 at Cottam Community Centre commencing at 7.30pm.

Present: Cllrs C Abram, N Abram, Butler, Smith, Parker, Brown, Foster, Helvin, Lambert, Coward,
Gibson and Whitham

There were no members of the public present at the commencement of the meeting – a resident arrived part way through proceedings.

69/21 To receive Apologies

None

70/21 To consider and approve the Minutes of the Meeting held on the 6th September 2021 (enclosed)

It was resolved that the minutes of the meeting held on the 6th September 2021 should be approved and signed by the Chairman as a true and accurate record.

71/21 To receive Declarations of Interest

Cllrs C Abram and N Abram both declared personal and prejudicial interests in item 9 on the agenda being a grant request from Lea St Mary's Primary School, as Cllr C Abram is on the Board of Governors of the school concerned and Cllr N Abram her spouse. Both left the room and did not take part in the debate or voting on this item

Cllr Brown declared a personal and prejudicial interest in items 10 and 11 on the agenda since he is a contractor to the Council and a decision was to be made with regard to future contracts of which he has an interest. He left the room and did not take part in the debate or voting on these matters.

72/21 To adjourn the meeting for a period of public participation

There were no members of the public present at this time

73/21 To approve the following payments:

02/08/2021	SANDERSONS GRASS CUTTING	ONLINE	42	2007.60
02/08/2021	VIKING STATIONERY	ONLINE	43	41.34
02/08/2021	SAVOY TIMBER FENCE REPAIR	ONLINE	44	94.13
02/08/2021	GGG LENGTHSMAN	ONLINE	45	1066.82
16/08/2021	PFK LITTLEJOHN EXTERNAL AUDIT	ONLINE	46	480.00
16/08/2021	GGG LENGTHSMAN	ONLINE	47	1076.82
16/08/2021	DBS SERVICES ASSISTANT LENGTHSMAN	ONLINE	48	577.50
16/08/2021	SAR SERVICES ASSISTANT LENGTHSMAN	ONLINE	49	178.50
16/08/2021	MILJUE SERVICES ASSISTANT LENGTHSMAN	ONLINE	50	577.50
23/08/2021	GGG LENGTHSMAN	ONLINE	51	128.92
23/08/2021	PRINTING WORLD NEWSLETTER	ONLINE	52	250.00

It was resolved that the payments referred to above should be approved

74/21 To consider the enclosed letter proposed by the working group, who were tasked to look at the detailed format of a school competition sponsored by this Council involving book tokens/book purchases and agree a budget of £1000 on the assumption that all five primary schools will wish to take part.

It was resolved that the letter referred to above should be sent to all five primary schools inviting them to take part in the competition sponsored by the Council and that an overall budget to £1000 should be set.

75/21 To consider and approve the enclosed draft Grant Awarding Policy and Grant Application Form

A request was received from some Members to review our existing policy which it was felt was not necessarily being followed since a number of grants were well outside the normal guidelines, the accounts of applicants were not being scrutinised, grants were often awarded to the same applicant, and it was felt that there was a level of inconsistency in determining applications. The draft proposals agreed by the requestors have removed the normal limit of £200, restricted applications from the same group, clarified the need for sight of accounts for established groups and introduced an application form in order to improve consistency.

It was resolved following a requested amendment that the Grant Awarding Policy should be approved subject to the removal of the line 'Only one approved application per organisation is permitted within each Council financial year'

It was further resolved that the Grant Application form should be approved subject to the addition of space for the name of the applying organisation, the date of application, signature and reference to estimates or quotations for cost.

76/21 To appoint additional signatories to the Parish Council Bank Account with Unity Trust and Public Sector Deposit Fund, who will also be required to access our Unity Trust Bank Account from time to time to authorise on line payments.

It was resolved that Cllrs Jeanette Louise Whitham, Carolyn Frances Gibson and Christopher James Smith should be added as signatories to the above accounts referred to above.

It was further resolved that Cllr Coward should be removed at his request.

77/21 To consider the enclosed grant application from St Mary's Catholic Primary School.

It was resolved that in the light of the previously considered Grant Awarding Policy having been approved that the request referred to above should be deferred until such time as a formal application could be obtained from the school in line with resolution 75/21. It was agreed that for the purposes of production of accounts this referred in the case of schools to their Unofficial School Funds Accounts.

78/21 To consider extending the assistant lengthsman contract for DBS Services until the 31st March 2022.

It was resolved that the contract referred to above should be extended as requested until the 31st March 2022

79/21 To consider the following report and approve that an additional assistant lengthsman should be sought and that future lengthsman/assistant lengthsman contracts will be based on 48 weeks rather than the historical arrangement for 52 weeks and if approved appoint two members to assist the Clerk in undertaking interviews with potential contractors.

REPORT

Historically lengthsman and assistant lengthsman contracts have been based on the weekly hours spread over 52 weeks. When this Council only had one contractor on far less hours than now this was not a problem since when the contractor took holidays the number of resource hours lost was not that great.

Now that we have a lengthsman and three assistants contracted in total to cover 85 hours per week their absence hours due to holidays or sickness is quite substantial and means that we loose 9 hours per week resource on average which equals 468 hours per year. In addition, we have not replaced our previous assistant lengthsman who undertook 5 hours per week which equals 260 hours per year.

728 hours shortfall equates to 15 hours per week.

It is proposed that we replace these lost resource hours by seeking an additional assistant lengthsman.

It is anticipated that as we have already budgeted for these lost hours there will be no overspend on our overall lengthsman resource. The proposal is anticipated to be cost neutral.

It is further proposed that future contracts will only cover 48 weeks so as to ensure that no increase will be necessary to future budgets except for hourly rate increases which will be considered on an annual basis or agreed in advance in longer term contracts.

It is anticipated that an advertisement can be placed in the next newsletter with a view to having someone in place early in the New Year.

It was resolved that this Council should seek an additional assistant lengthsman as outlined above, that future contracts would only cover a 48-week period and that the Clerk in conjunction with Cllrs C Abram and Coward should be appointed to assist the Clerk in undertaking interviews with applicants and appointing an appropriate contractor.

80/21 To note that the next meeting is scheduled to take place on the 29th November 2021

It was noted that the next meeting is scheduled for the 29th November 2021