

Appendix F

**ALVECHURCH PARISH COUNCIL**  
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Clerk : Yvonne Goode

**CONFIDENTIAL MINUTES OF THE MEETING OF THE**

**FINANCE AND GENERAL PURPOSES COMMITTEE**

**HELD MONDAY 27<sup>TH</sup> NOVEMBER 2006, 7.30PM**

**COMMUNITY CENTRE, REDDITCH ROAD, HOPWOOD**

**gp06/077 PRESENT** Cllrs, S Caddick, T Ellis, M Garrett, J Puckering, P Sanders, T Thurrell

**In attendance** Clerk – Y Goode

**gp06/078 APOLOGIES** Cllr F Molloy

**gp06/079 DECLARATIONS OF INTEREST.** The Clerk expressed an interest in the recommendations arising in the points 06/sc031.1 06/sc031.3 and 06/sc031.5 of the Staffing Committee minutes dated 21/11/06.

**gp06/080 STAFFING COMMITTEE**

The following recommendations were considered:

- .1 Remit. The Committee had recommended the use of the draft remit provided by CALC after discussion it was felt that a number of the points in the remit were already covered by arrangements in place such as the grievance procedure and the new Clerks contract. It was agreed to consider this further and produce an amended remit for the January meeting
- .2 To increase the hours worked by the Clerk from 30 to 35. Agreed. Office opening times will be amended to Monday to Thursday inclusive 10am to 1pm. The proposal that the Clerk took over bookings for Alvechurch Village Hall is to be deferred for further investigation as to: 1 the implication of Health and Safety Matters. 2 creating precedent for further requests.
- .3 To increase the hours worked by the Clerical Assistant 15 to 20. Agreed
- .4 To increase the Clerks salary scale from LC2 26 one spinal point to LC2 27 in recognition of one years permanent service from 18/10/06.
- .5 To benchmark the salaries for the Clerical Assistant and Caretaker against similar roles with other neighbouring authorities, as presented. Agreed. It was proposed that the gratuity for each be rounded up to £300 each, agreed.
- .6 To accept the NALC national; salary agreed awards for 2007/2008 for the Clerk, Clerical Assistant and Caretaker when available. Agreed.
- .7 To make provision for funding for the Lengthsman in the budget 2007/2008 if the funding is reduced or withdrawn by W/C, not agreed. However should the funding be withdrawn APC should consider whether monies should be made available from contingency. W/C have since the Staffing Committee meeting confirmed that funding will continue for 2007/2008.

.8 Increase staff training budget to £500, agreed.  
To allow extended opening from 01/12/06 it was proposed that the additional costs are met from the contingency budget, agreed. As employment costs are to be a high proportion of the Budget for 2007/2008 it was recommended that an explanation be prepared and published in the Village magazine,

The draft budget was considered as follows:

- .1 Employment, agreed as above with amendment for gratuities.
- .2 Administration. Agreed. It was noted that for 2006/2007 there had been an overspend in legal costs and it was queried whether additional provision be made for these.
- .3 Sports and recreation, agreed. It was noted that similar running costs had been included for Rowney Green Pavilion as for Hopwood Community Centre.

- .4 Insurance, agreed.
- .5 Highways. It was queried whether the improvements for the bus shelter will be funded from these area. The quotation has new been received in the region of £1000. This may be funded from Capital Projects and may proceed subject to a decision on seating.
- .6 St Laurence Churchyard, agreed.
- .7 Members allowances, agreed. It was noted that a database has been set up to record all attendance to meetings for expenses to be verified.

- .8 Contingency, agreed
- .9 It was questioned whether there would be costs involved with the election in 2007, these were expected to be nominal

The draft budget is therefore agreed at £106,845, an increase of £9,381. A vote of thanks was given to Cllr Puckering for his work in preparing the draft Budget.

**gp06/081 UPDATE REGARDING GATE ACCESS AT HOPWOOD PLAYING FIELD:**

.1 A letter has been received from Hadgkiss Hughes & Beale via Scott's Solicitors which was read to the meeting. A copy of the relevant minutes has been forwarded to Scott's solicitors.  
.2 It had been noted that a vehicle had been driven around the back of the Community centre to the gate access at the rear of Fairview. This route would take it over the services for the Community Centre. In addition manure was split over the drive. Further posts had been put in to prevent future occurrences

This meeting ended at 8.30pm.

Signed .....  
Chairman  
Date .....