

ROSSINGTON PARISH COUNCIL

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Rossington Parish Council



MINUTES OF THE GOVERNANCE COMMITTEE MEETING HELD AT ROSSINGTON MEMORIAL HALL AT 6.15 pm on TUESDAY 16 JANUARY 2018

Present: Councillors: J Parkin, J Cooke, N Smithard, C Beaumont, C Stone, K Guest, D Harper and A Harper
Chair: Councillor W Reynolds
Clerks: A M Hammond and Z Attridge-Chambers
Ward Cllr: J Cooke
Public: 0

63. WELCOME AND INTRODUCTION

Cllr W Reynolds opened the meeting and welcomed Cllrs and Ward Cllr to the meeting.

64. PUBLIC SESSION

RESOLVED to note there were no members of the public present.

65. TO RECEIVE ANY ANNOUNCEMENTS

RESOLVED to note the following:

65.1 Rossington Market

J Cooke has been in touch with Richard Gibbons re Rossington Market. He suggested sending a formal letter to Dave Stimpson showing the Parish Council's interest to enable him to further look into this.

65.2 PGA Golf Course

J Cooke met with Scott Cardwell who felt there was not a great deal to update on. J Cooke expressed his concerns that the 106 monies should be tightly governed. Also entry and exit to the large car park on Stipe Road should be subject to another agreement.

65.3 Bankwood Lane

J Cooke stated there would be a brief in the next 2 to 3 weeks. They are having to develop an Article of Memorandum to clarify what each partner has signed up to what.

66. TO RECEIVE APOLOGIES AND APPROVE REASONS FOR ABSENCE

RESOLVED to note the following:

66.1 There were no apologies received.

66.2 There were no declarations of interest.

66.3 There were no applications for dispensation.

67. MATTERS ARISING FROM THE MINUTES OF THE GOVERNANCE COMMITTEE MEETING ON 19 DECEMBER 2017

RESOLVED to note there were no matters arising.

68. TO CONSIDER THE SANCTIOING OF PAYMENTS BY THE PARISH COUNCIL

Concerns were raised that the Clerks (RFO'S) were paying a great deal more payments via bank transfer and less by cheque which needed 2 signatories.

Governance Minutes dated 16 February 2016:

Item 48 Financial Matters

Stated: **RESOLVED** to note that approval for the payment of wages, of amounts of money up to £500 and Direct Debits by the RFO were approved. Proposed by J Cooke, seconded by C Beaumont.

RESOLVED to note K Guest proposed the wording be changed to:

The Parish Council approves the RFO's undertaking the following:

- 1) The payment of monthly staff wages
- 2) The payment of items of up to the sum of £500
- 3) The payment of Direct Debits

All Cllrs present seconded this motion as it was felt that the presentation of all payments to the monthly full Parish Council meetings was sufficient.

It is worth noting that if the RFO's at any time need to make a payment of up to £500, they do in fact run the payment past the Chair and Vice Chair prior to purchase.

69. TO CONSIDER THE CHAIR'S ALLOWANCE.

RESOLVED to note that N Smithard proposed the Chair's Allowance of £1,500 in one financial year be authorised as this was an historical tradition of Rossington Parish Council. This was seconded by C Beaumont and agreed by all the Cllrs present.

70. TO CONSIDER THE TERMS OF REFERENCE OF THE GOVERNANCE COMMITTEE

RESOLVED to note the draft Terms of Reference be adopted by the Parish Council then reviewed at the Annual Parish Meeting each year. This was proposed by C Beaumont, seconded by J Cooke.

71. TO CONSIDER THE PARISH COUNCIL'S COMMUNICATION POLICY

RESOLVED to note the draft Communication Policy be adopted by the Parish Council. This was proposed by C Beaumont, seconded by J Cooke.

72. TO CONSIDER THE PARISH COUNCIL'S DATA PROTECTION POLICY

RESOLVED to note the Clerk recommended this item be deferred to take into account new Data Protection Legislation. YLCA are putting on a training session on this topic in February/March 2018 to which the Clerks will attend.

73. TO REVIEW THE FOLLOWING PARISH COUNCIL DOCUMENTS

RESOLVED to note the following:

73.1 Standing Orders and Chairpersonship

W Reynolds proposed this item to be deferred until the next meeting, this was seconded by C Beaumont.

73.2 Lone Working Policy

W Reynolds proposed this policy be adopted by the Parish Council if it included that it was recorded if staff are working away from the office it should be recorded so it can be referred to at a later date. This was seconded by D Harper.

73.3 Code of Conduct for Members

J Cooke proposed this policy be adopted as is by the Parish Council, this was seconded by C Stone.

73.4 Press and Media Policy

K Guest proposed this policy be adopted as is by the Parish Council, this was seconded by C Beaumont.

73.5 Dignity at Work/Bullying and Harassment

K Guest proposed this policy be adopted as is by the Parish Council, this was seconded by C Beaumont

73.6 Financial Regulations

J Parkin proposed this policy be adopted as is by the Parish Council, this was seconded by D Harper.

73.7 Financial Risk Assessment

J Cooke proposed this policy be adopted as is by the Parish Council, seconded by D Harper.

73.8 Rules for Effective Management of Audio, Visual or Electronic Recording at Meetings

J Parkin proposed this policy be adopted as is by the Parish Council, this was seconded by C Beaumont

74. TO CONSIDER THE MEMORIAL HALL

Concerns were raised about the cost of the Memorial Hall on the Parish Council and the reasons behind the Parish Council's involvement.

RESOLVED to note the following:

74.1 The Relationship between Rossington Parish Council and the Memorial Hall

C Beaumont, as the Chair of the Memorial Hall Management Committee provided the following explanation:

The Memorial Hall has been run by a Management Committee for many years. I cannot find when this began leading me to believe it was when the hall opened. The constitution originally had members of local groups such as the Darby and Joan and Legion Woman's Section. This was later changed to reflect the changing shape of local groups and it was also decided to have two Parish Councillors and up to seven members from the users or residents of Rossington on the Management Committee.

The wages of the Caretaker and Cleaner were the responsibility of the Parish Council is the Custodian Trustee. I would imagine this was to ensure the upkeep of the building even if the Memorial Hall had no income.

This last year is the first year that the Memorial Hall has shown a real profit, due mainly to the arrival of the Outreach Group, but as we all know we are at the mercy of market forces and need to be competitive to keep these groups. No matter how good our facilities are if Doncaster Council or Age Concern got a better quote they would probably move their groups elsewhere. Several times over the last few years Age Concern has talked about closing or moving just as the Doncaster Council group did a few years ago.

In our business plan we stated that we would aim to pay half of the Cleaner's wages by 1 April 2018 and we are already funding the rise they had this year. This is of course dependant on maintaining the usage of the Memorial Hall. In fact, we are now operating almost at capacity. If one of the main groups left, we would not be able to fund as much. The Parish Council as custodian Trustee has always funded capital expenditures certainly until the last year or so as the building has to be kept in good order. However, in the last couple of years the committee has spent a substantial amount of money, mainly from grants on lighting, toilets, heating and security amongst other things.

As a charity we can apply for grants and have been very successful thanks to Anne and Zoe. We will endeavour to continue this trend in the future. The fittings such as tables, chairs, kitchen equipment etc have always been funded by the committee and we will continue to do so. There is just £500 in the budget this year from the parish for the Memorial Hall garden upkeep which the Outreach Group has taken on as a project for the gardening group.

I trust this will address some of the queries you may have.

74.2 The Profit and Loss Account for the Memorial Hall for 2016/2017

Zoe Attridge-Chambers, as the Secretary/Treasurer of the Memorial Hall presented the Profit and Loss accounts for 2017. Zoe explained that the accounts evidenced that all the structural work undertaken on the Memorial Hall for the year 2017 was in fact

fully funded by the Memorial Hall itself either from external grant funding or from the Memorial Hall reserves.

74.3 Payment of Wages of Memorial Staff

The payment of the Memorial Hall Caretaker and Cleaner have historically been paid by Rossington Parish Council.

Item 4816.8 of the Parish Council minutes on 9 May 2017 stated: As the Memorial Hall used to rely heavily on the Parish Council, Zoe handed out the Business Plan detailing how the Memorial Hall aims to build on the successes of the last three years, with the long-term aim of becoming self-sufficient.

Within that Business Plan handed out to Parish Cllrs, it stated that the Memorial Hall aims to fund half the Cleaners wage as of 1 April 2018. They currently fund the pay rises of the Caretaker and Cleaner and the cost of extra hours paid to the relief worker who is happy to work as and when on a Zero Hours contract.

Year	Wages	Maintenance	Office Rent
2015/2016	£17,809.90	£2,216.74	£2,500.00
2016/2017	£13,509.33	£889.49	£5,000.00
2017/2018	£11,461.70	£0.00	£5,000.00

- The above table shows that the cost of Wages reduced year on year by £4,300.57 and £2,047.63 reducing the wage bill to the Parish Council by £6,348.20 in the last 3 years.
- The maintenance of the Memorial Hall reduced year on year reducing the cost to the Parish Council in 2017/2018 to Nil.
- The rent of the Parish Office increased to £5,000 in the year 2016 to reflect the fact that the Parish Office is used by the Parish Council 7 days a week, 52 weeks a year. The rent also includes heating, lighting and maintenance. This is a room that could be rented out by the Memorial Hall to another organisation creating the need for the Parish Council to pay the going rent.

74.4 Rossington Good Neighbours

As the Parish Council also supports Good Neighbour and Good Neighbours pays the Memorial Hall £4,000 rent a year for the hire of the Main Hall and the Kitchen, Zoe presented the following table to show how Good Neighbours has also become less and less reliant on the Parish Council year on year, reducing the grant from £13,5000 in 2013/2014 to just £4,000 in 2018/2019, a massive reduction of £9,500. This is the result of not only external grant funding but good management, good marketing, introducing efficiencies and raising the standard and quality of the meals and service.

Year	Amount
2013/2014	£13,500.00
2014/2015	£14,604.99
2015/2016	£10,220.00
2016/2017	£6,000.00
2017/2018	£5,000.00
2018/2019	£4,000.00

74.5 External Grants Gained for the Memorial Hall

Over the last 5 years considerable effort has gone into applying for external grant funding to improve the Memorial Hall and its facilities, making it far more attractive and therefore bookable to the community. This was done with the main aim of reducing the burden on the Parish Council

but also to address the feedback from consultation that local residents felt that as resident of this end of the village they were being overlooked. They wanted a facility that was worthy of them. The table below show the extent of external grant funding gained by the Clerks.

DATE	EXTERNAL GRANT FUNDER	AMOUNT AWARDED	ITEMS FUNDED THROUGH THE GRANT
Jan-15	Awards for All	£8,600	To renovate the ladies, gents and disabled toilets making them not only more attractive but easier to clean reducing caretaker/cleaner hours. This has been the number one area that has made a vast improvement to bookings and was a must for the Outreach Group contacting to use the Memorial Hall.
Jan-15	WREN	£15,895	Install shutters, new alarm system, external fencing, new boiler and heating system making the zoned heating system far more efficient and cost effective. It also enabled the removal of all the expensive to run electric heaters that kept being turned on (and left on) by users of the Memorial Hall.
Mar-15	RecyCoal	£1,909	Round tables for special events.
Jun-15	Carillion	£2,000	Chair for Memorial Hall garden to enhance the Miners Wheel.
Apr-16	RecyCoal	£2,000	Chairs to replace to ones donated by the Miners Welfare that were getting old and stained. To decorate the Main Hall - this made the second biggest improvement to the bookings for the Memorial Hall attracting the Outreach Group and increasing bookings.
Apr-16	RPC	£1,000	Towards decorating the Main Hall.
Jan-17	Awards for All	£7,000	To replace 60 strip light units with LED lights with timer lights in toilets to reduce electricity running costs and to brighten and improve working and booking conditions.
Apr-17	Co-op	£2,008.96	Install electric shutter in main hall to create 2 rooms therefore increasing potential income from bookings as well as keeping the heat in each room reducing heating costs.
Dec-17	Co-op	£1,726.17	Money not as yet spent. This grant can fund anything and is not restricted to a specific criteria set by the funder.

Total Awarded £42,139.13

74.6 External Grants Gained for the Good Neighbours

Feb-15	Awards for All	£9,995	Grant for new van that had power steering for older volunteers.
Apr-15	New Horizons	£618	Fresh Vegetables and Aluminium Trays for delivery of meals on wheels for more vulnerable residents.
Apr-15	SYCF	£1,080	Alternative Therapies and Sports/Exercise - Sessional Workers to offer a professionals service to clients and to attract new members.
Apr-15	Recycoal	£800	Purchase a new Meat Cutter
Jun-15	RPC	£895	Match Funding for the Van
Jun-15	Recycoal	£500	Adverts in Rossington Today as part of Good Neighbours Marketing strategy.
Apr-17	Co-Op	£2,277	New Kitchen Equipment.
Dec-17	Co-Op	£1,847	Money not as yet spent. This grant can fund anything and is not restricted to a specific criteria set by the funder.
Dec-17	Awards for All	£5,810	To replace old Machinery, Crockery, Table Cloths and to purchase aluminon trays for delivery of meals on wheels.

Total Awarded £23,822

74.7 Other measures taken to reduce costs and the burden on the Parish Council.

1. Signs put up requesting the hot water boiler and Ban Marie must only be put on 30 minutes prior to use.
2. Signs put up stating a bowl must be used when running hot water.
3. Signs put up stating the front door should be closed at all times.
4. Any rooms not in use to have the heating and lighting turned off.
5. The Caretaker has undertaken a number of improvements to the building reducing the burden on the Parish Council including:
 - Removing, planing and refitting doors.
 - Screwing up the canopy above the main entrance which had become a hazard.
 - Replacing ceiling panels which had become dislodged by high winds and were hanging precariously above the dining tables for Good Neighbours and other hall users.
 - Fitting the plastic trimming around the new electric divider shutter in the main hall.
 - Servicing and repairing the thermostat in the upstairs meeting room to re instate the heating in the room.
 - Removing redundant furniture and equipment from the premises.
 - Organising scrap collections to remove waste metal from the premises.
 - Fitting a cover to the kitchen cupboards to block a hole as instructed by the Health and Hygiene Inspector.
 - Replacing faulty smoke detector head in upstairs meeting room following the Fire Alarm service.
 - Fitting bolts to the railing around the building where missing or had been removed.
 - Bolted down the 2 benches around the Memorial Wheel following an attempted theft.
 - Bolted down the new bench at the rear of the building to avoid theft.
 - Fitted fly screen to the outside door from the pantry for Food Hygiene purposes.
 - Scraped off loose and flaky paint in the pantry to avoid contamination of food as instructed by the Kitchen Inspector.
 - Glued down hazardous loose floor tiles around the bar area in the main hall.
 - Fitted new shelving in the bar area to accommodate fridges for the Outreach Group.
 - Fitted new "O" ring to the U bend under the sink in the kitchen that had been leaking for some time.
 - Reset the electrics to the external flood lighting following a complaint from the public.
 - Fitted several hand sanitiser dispensing units in the hallways.
 - Fitted notice boards in the hallway.
 - Clear the blocked toilets and drains on a regular basis.
 - Clear the overflowing guttering.
 - Acquiesced railing from the Green Company to install round the Memorial Hall to prevent a hazard as a volunteer had tripped over the low brick edging round the building.

74.8 Thank you

K Guest proposed the Committee formally thank Anne and Zoe for their hard work and dedication to the Memorial Hall, Good Neighbours and the Parish Council. This was supported by the Cllrs present.

75. TO CONSIDER THE PARISH COUNCIL RUNNING COSTS

RESOLVED to note the following:

75.1 ADMIN: Employers Superannuation – Past Service Deficit

This item should be renamed 'SYPA Past Deficit'. J Cooke contacted Richard Chapman from South Yorkshire Pensions Authority (SYPA) who explained that the Past Deficit is not a single person but a 'catch up' amount. SYPA has 3 sources of income; Employer and Employee contributions and Interest from Investments. In past lean years where SYPA did not make enough profit from Investments that money had to be made up. Rather than ask for a one-off amount, which could be considerable, SYPA spread that cost over 19 years.

75.2 ADMIN: Employers Superannuation for Parish Council Staff

Richard Chapman explained to J Cooke that SYPA is a great scheme for Employees but costly for Employers. This is especially so for organisations such as Parish and Town Councils as staff tend to be older and/or shorter-term employees. However, they get the same benefits as more longer-term staff who may well work for an organisation for many years.

Rossington Parish Council pays 20.7% for this reason (last year it was 25.2%. Doncaster Council pays the lesser amount of 13% because they have a vast number of staff who tend to work for them for many years. The pay-outs are paid on a legal basis that have to meet certain legal obligations. If for example the past Clerks for the Parish Council had been employed for much longer-terms the contributions to the scheme would have been much higher so would have reduced the extra percentage, but this was not so.

Richard stated that as the investments are going well at the moment the extra percentage required from the Parish Council could well go down next year.

J Cooke requested that the pensions of future Parish Council staff be on the next Governance Agenda.

75.3 Parish Events

W Reynolds stated that the previous 3 Clerks would not put on any events for the Parish Council and acknowledged that the current Clerks now put on seven successful events throughout the year raising the profile of the Parish Council to the widest community in a positive light.

C Beaumont reminded the Parish Council that it had been suggested that the events be outsourced to event management companies at a considerable cost to the Parish Council. This cost has been saved by the current Clerks taking on all that responsibility.

75.4 CILCA – LEVEL 3 QUALIFICATION

Both Clerks are currently studying for the CILCA qualification for Rossington Parish Council. If one of the Clerks passes this qualification the impact on the Parish Council is vast, as follows:

- 1) Rossington Parish Council would gain the General Power of Competence (GPC).
- 2) GPC would give the Parish Council wider powers to deliver more for the community.
- 3) GPC would allow the Parish Council to do anything that an individual can legally do.
- 4) GPC would relieve the Parish Council from having to evidence a specific Power empowered by statute to authorise their activities.
- 5) Each year the Parish Council would have to decide if they met the conditions, so it can retain GPC.

76. TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON THE AGENDA FOR THE NEXT MEETING

RESOLVED to the following items be included on the next agenda:

- 1) Standing Orders and Chairpersonship
- 2) Pensions for future Parish Council Staff
- 3) Data Protection Policy

77. TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING

RESOLVED to note the next meeting is at **7.00 pm on Tuesday 6 February 2018.**