

**MINUTES OF THE WOODHALL SPA PARISH COUNCIL PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 2<sup>ND</sup> MARCH 2017 AT 2.30PM IN THE COUNCIL CHAMBER, STANHOPE AVENUE**

**PRESENT**

Councillors: D Clarke (Chairman) T Clapton, R Sanderson and S Williams

**IN ATTENDANCE**

A Bushell (Parish Clerk)

**20/17 APOLOGIES FOR ABSENCE WITH REASON GIVEN**

All members were present.

**21/17 DECLARATION OF MEMBERS' INTERESTS**

There were no disclosable pecuniary interests declared in matters on the agenda, which had not already been declared to the Monitoring Officer at ELDC.

**22/17 REQUESTS FROM MEMBERS FOR A DISPENSATION ON ANY ITEMS ON THE AGENDA**

There were no requests for dispensations.

**23/17 NOTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 3<sup>RD</sup> JANUARY 2017 TO BE APPROVED AS THE MINUTES**

It was proposed, seconded and RESOLVED by 3 votes and 1 abstention to accept the notes as being a true record of the meeting. The Chairman signed the notes.

**24/17 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES**

There were no reports on matters outstanding.

**25/17 TO CONSIDER AND COMMENT ON THE LINCOLNSHIRE PENSION FUND DRAFT FUNDING STRATEGY STATEMENT**

The statement was considered and no comments were made.

**26/17 TO CONSIDER AND COMMENT ON THE LINCOLNSHIRE PENSION FUND INVESTMENT STRATEGY STATEMENT**

The statement was considered and no comments were made.

**27/17 TO REVIEW THE PENSION POLICY**

No changes were made to the policy. It was proposed, seconded and unanimously RESOLVED to approve the policy.

**28/17 TO DECIDE IF ANYONE WILL ATTEND THE LINCOLNSHIRE PENSION FUND ANNUAL MEETING**

It was agreed that no-one would attend the annual meeting this year.

**29/17 TO REVIEW THE ARCHIVE POLICY TO ENSURE THAT IT COMPLIES WITH LEGAL TOPIC NOTE (LTN) 40 – LOCAL COUNCILS DOCUMENTS AND RECORDS**

The Council's Archive policy was compared to the guidance contained in LTN 40, and changes to the policy were approved.

### **30/17 TO REVIEW THE ADMINISTRATION RISK ASSESSMENT**

The risk assessment was reviewed and several amendments were made to the document.

### **31/17 TO REVIEW THE CEMETERY REGULATIONS**

The regulations were reviewed.

It was agreed that the regulations would be reviewed every 5 years unless any changes were required before the review date.

### **32/17 TO DECIDE WHAT TO DO ABOUT A DAMAGED MEMORIAL IN KIRKBY LANE CEMETERY, AND TO CONFIRM ARRANGEMENTS FOR THE ANNUAL MEMORIAL STABILITY TESTING**

Members had been sent a photo of the damaged memorial and they felt that it was likely that the damage had been caused by a long vehicle which had caught the kerb because the roads in the cemetery were quite narrow and the entrance gate appeared to be in the wrong place. It was proposed, seconded and unanimously RESOLVED to try and trace the family responsible for the memorial to make them aware that the kerbs had been damaged, and that as per the cemetery regulations they were responsible for any repairs and maintenance to the memorial. The Clerk was asked to contact the contractors, and funeral directors that regular visited the cemetery to ask them to be careful. There would be an item on the next meeting agenda to decide what action to take next.

The annual memorial stability testing would take place at the next cemetery maintenance day which would be organised in May so that it could be advertised at the Annual Parish Meeting. The date of 20<sup>th</sup> May was suggested.

### **33/17 TO RECEIVE AN UPDATE ON STAFFING MATTERS**

The Clerk informed the Committee that she would not be changing the hours that she worked at another Council, and she was thanked for not changing her hours of work, and her loyalty to Woodhall Spa Parish Council.

The Committee was also informed that the Clerk, along with Cllr Sisley had recently attended a First Aid at work training course, and she was booked to attend an Emergency Plan course the following week, so that the Parish Council could start progressing the Community Emergency Plan.

### **34/17 TO SET THE DATE AND TIME OF THE NEXT MEETING**

It was agreed that the next meeting would take place at 2.30pm on Thursday 4<sup>th</sup> May.

The Chairman declared the meeting closed at 3.05pm.