

**MINUTES OF THE WOODHALL SPA PARISH COUNCIL PERSONNEL  
COMMITTEE MEETING HELD ON THURSDAY 3<sup>RD</sup> JANUARY 2017 AT 2.30PM  
IN THE COUNCIL CHAMBER, STANHOPE AVENUE**

**PRESENT**

Councillors: T Clapton, R Sanderson and S Williams

It was RESOLVED that in the absence of Cllr Clarke, the Chairman, Cllr Sanderson would chair the meeting.

**IN ATTENDANCE**

A Bushell (Parish Clerk)

**9922 APOLOGIES FOR ABSENCE WITH REASON GIVEN**

Apologies with reason given were accepted from Cllr Clarke.

**9923 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.

**9924 REQUESTS FROM MEMBERS FOR A DISPENSATION ON ANY ITEMS ON  
THE AGENDA**

There were no requests for dispensations.

**9925 NOTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 29<sup>TH</sup>  
NOVEMBER 2016 TO BE APPROVED AS THE MINUTES**

It was proposed, seconded and unanimously RESOLVED to accept the notes as being a true record of the meeting.

**9926 REPORTS FROM CLERK AND COUNCILLORS ON MATTERS  
OUTSTANDING AND ACTIONS ARISING FROM THE MINUTES**

There were no reports on matters outstanding.

It was RESOLVED to alter the order of the agenda to deal with the tenders for contracts as the next items.

**9927 TO RESOLVE TO MOVE INTO CLOSED SESSION TO CONSIDER  
TENDERS/QUOTES FOR CONTRACTS**

It was proposed, seconded and unanimously RESOLVED to move into closed session.

**9928 TO AWARD THE KIRKBY LANE CEMETERY MAINTENANCE CONTRACT  
FOR 2017-2019**

Five quotations for the contract had been received.

It was proposed, seconded and unanimously RESOLVED to award the contract to Welton Garden Services at an annual cost of £3,900 plus VAT.

**9929 TO AWARD THE VILLAGE MAINTENANCE CONTRACT FOR 2017-2019**

Five quotations for the contract had been received.

It was proposed, seconded and unanimously RESOLVED to award the contract to Welton Garden Services at an annual cost of £1,020.00 plus VAT with an hourly rate charge of £20 plus VAT for the other tasks specified in the contract.

**9930 TO AWARD THE GRASS VERGE CUTTING CONTRACT FOR 2017/19**

Five quotations for the contract had been received.

It was proposed, seconded and unanimously RESOLVED to award the contract to Welton Garden Services at an annual cost of £9,100 plus VAT with a rate of £700 per cut for any additional cuts required above the 13 included in the contract.

**9931 TO AWARD THE GRAVE DIGGING CONTRACT FOR 2017-2019**

Only one quotation had been received. It was agreed not to insist on getting two more quotes since the tender specification had been sent to multiple companies, and it was acknowledged that there weren't many companies that did this type of work.

It was proposed, seconded and unanimously RESOLVED to award the contract to Continental Landscapes Ltd at a cost of £441 per full burial and £94.00 per ashes burial with an hourly charge of £25 per employee for additional work associated with abnormal ground conditions, such as extreme flooding/grave collapse as a result of extreme flooding.

The Committee acknowledged that these rates were much higher than the current contract rates, so would pass the information to the Finance Committee and ask it to consider increasing the burial fees from 01 April 2017 by the same amount that the grave digging fees have been increased, when it reviewed the cemetery fees.

It was RESOLVED to move back into open session.

**9932 TO REVIEW THE FLEXIBLE WORKING POLICY**

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

**9933 TO REVIEW THE DISCIPLINARY PROCEDURE**

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

**9934 TO REVIEW THE GRIEVANCE PROCEDURE**

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

**9935 TO CONSIDER HOW TO ADDRESS THE ISSUE OF WET GRAVES AT THE CEMETERY AND CONSIDER INTRODUCING A GRAVE DIGGING POLICY**

Cllr Sanderson, Cllr Clarke and Cllr Clapton had met with the grave diggers the previous month to see how a grave was dug and to speak to the grave diggers about what they did when ground conditions were wet, the three councillors were satisfied with the outcome of that meeting and the Parish Council had been supplied with a copy of the Contractors grave digging policy and risk assessment.

It was proposed, seconded and unanimously RESOLVED that the Parish Council did not need its own policy because it was very happy with the procedures implement by Continental Landscapes. It was agreed that a copy of the grave digging policy and risk assessment would be kept on file.

**9936 TO RECEIVE AN UPDATE ON STAFFING MATTERS**

The Clerk informed the Committee that she wished to take 3 weeks annual leave at the end of July/beginning of August and confirmed that it wouldn't clash with any full council meetings. The Committee had no issues with this.

The Clerk also informed the Committee that there was a possibility that she may be offered more hours work at another Council that she was employed by, but it wasn't definite yet.

**9937 TO SET THE DATE AND TIME OF THE NEXT MEETING**

It was agreed that the next meeting would be called as and when required.

The Chairman declared the meeting closed at 3.20pm.