



Clerk: Mrs. L Rampton  
Parish Council Office,  
Winscombe Community Centre,  
11 Sandford Road, Winscombe,  
North Somerset BS25 1JA  
Tel: 01934 844257 Fax: 01934 844292

Dear Councillor,

You are summoned to attend a meeting of the Parish Council Employment, Finance & Policies Committee which will take place as detailed below:

**A Meeting of the Employment, Finance & Policies Committee, will be held  
on Monday 5<sup>th</sup> November 2018 at 7.30 pm.  
The Amesbury Room, Winscombe Community Centre**

30<sup>th</sup> October 2018

*Lynne Rampton* Clerk to the Parish Council

**AGENDA**

1. **Apologies for absence**
2. **Declarations of interest**
3. **To consider & decide upon any requests for dispensation from members to allow them to participate in a discussion or vote on a matter in which he/she may have a disclosable pecuniary or non-pecuniary interest.**
4. **Public participation** This session is open to the Public to present comments, observations, information, petitions or lead deputations and is the only time members of the public may participate during the meeting.
5. **Update from the previous meetings dated 6<sup>th</sup> August 2018**
6. **To review cover provided under the Local Council Policy Insurance Schedule**
7. **To review 2018/19 Budget Summary to 30<sup>th</sup> September 2018**
  - a. to consider a grant application request for £350 from Vision North Somerset
8. **To receive a report from Parish Council Internal Auditor for the period April – September 2018**
9. **Budget Planning 2019/2020** – ideas for possible projects in the next financial year and a reminder for all group chairmen and spokespersons that all budget requests must be received at the Parish Office no later than 1<sup>st</sup> December 2018
10. **To offer suggestions for the format and content of the 2019 Annual Parish Assembly**
11. **Employment Matters** *Members of the public and press may be excluded from the meeting at this point to allow the committee to consider staff terms of engagement and other contractual matters*
  - a. Following the resignation and departure of the Office Assistant, to decide upon the temporary or permanent engagement of additional office support. *Decision delegated to this committee by the Parish Council*
  - b. To decide upon office cover in the absence of the Clerk, week commencing 12<sup>th</sup> November 2018
  - c. Attendance at the Society of Local Council Clerks Conference – 3 spaces booked for the event on 28<sup>th</sup> November to be held at the Webbington Hotel. To decide on attendees
  - d. To consider a policy for when staff members are called out to work at week-ends or anti-social hours outside their normal duties – should time and a half or double time be paid?
  - e. To consider a staff policy for compassionate leave, or for medical appointments
  - f. Salary underpay – Clerk pay increases for 2016-2018 not implemented
12. **To review Parish Council Terms of Reference for council, committees and working groups including suggestions for a review of the War Memorial Recreation Ground Constitution**
13. **Matters for Information**

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All persons attending meetings are requested to turn mobile phones, pagers and similar calling devices to silent so as not to cause a disturbance during meetings. The Chairman may approve an exception to this request in special circumstances.