

## CREECH ST MICHAEL PARISH COUNCIL

**Draft Minutes** for the Meeting of Creech St Michael Parish Council held at Creech St Michael Village Hall on **Monday 8 January 2024 at 7.00pm**

### Councillor Attendance

Cllr. Annabelle Peters – Chair	AP	Present	Cllr, Neil Davidson – Vice Chair	ND	Present
Cllr. David Griffin	DG	Present	Cllr. Charlie Cudlip	CC	Present
Cllr. Diane Phillips	DP	Present	Cllr. Stephen Greenhalgh	SG	Present
Cllr. Paul Tucker	PT	Present	Cllr Kieran Roe MBE	KR	Present
Cllr. Barbara Williams (from item 7.0)	BW	Present			

**Also Present:** Sixteen (16) members of the public (including two (2) via the Zoom stream) and Andrew Williams, Creech St Michael Parish Clerk and Responsible Financial Officer.

### Meeting started at 7.01pm

1.0	<b>Chair's welcome</b>				
	The Chair wished those present a happy New Year and welcomed everyone to the meeting.				
2.0	<b>Public Question time</b> - Questions asked by the Public and Press will be noted.				
	A resident asked if the Parish Council would provide a larger noticeboard at Adsborough to allow residents to post notices (see agenda item 26.2). The resident also raised his concerns regarding flooding in Adsborough and asked if the Parish Council could look to resolve the problems.				
3.0	<b>To receive Somerset Council Councillors' Reports</b>				
	No Somerset Councillors were present. The Clerk and RFO would circulate their report to members after the meeting.				
4.0	<b>Apologies for Absence</b>				
	4.1 To Receive any Apologies for Absence. Apologies received in advance from Cllr. Giles and Cllr. Birch.				
	4.2 To approve any Apologies for Absence. The received apologies were approved.				
	<b>Prop:SG</b>	<b>Sec:AP</b>	<b>In Favour:8</b>	<b>Against:0</b>	<b>Abstain:0</b>
5.0	<b>Declarations of Interests</b>				
	<b>5.1 Declarations of Individual Members</b>				
	None.				
	<b>5.2 Dispensation Request</b>				

	None.				
6.0	<b>Parish Council Vacancies</b>				
	Two candidates presented themselves for co-option to the vacant Parish Council role. The candidates were questioned by members and a ballot was then held. Barbara Williams was co-opted to the role as she was awarded the majority of votes (6-2). Barbara Williams signed the Declaration of Acceptance of Office and took her seat.				
7.0	<b>Minutes</b>				
	To <b>Review and Approve</b> the minutes of the meeting held on 4 December 2023. [M]				
	The minutes were approved.				
	<b>Prop:AP</b>	<b>Sec:ND</b>	<b>In Favour:8</b>	<b>Against:0</b>	<b>Abstain:1</b>
8.0	<b>Review and Monitor the Actions Outstanding from Past Meetings</b> – See Appendix A for details of action points and progress toward the completion of each action.				
9.0	<b>Planning Applications</b> – to consider and make recommendations to be passed to the relevant authority on the following planning applications (links to the relevant application are available via the planning reference). [M]				
	<b>9.1 14/23/0042</b> Erection of a single storey extension to the rear of Robinswood, White Street, Creech St Michael. [M]  It was agreed that no objection would be raised.				
	<b>Prop:DP</b>	<b>Sec:DG</b>	<b>In Favour:8</b>	<b>Against:0</b>	<b>Abstain:1</b>
	<b>9.2 14/23/0002 Appeal Hearing APP/W3330/W/23/3329488</b> – A proposal that the Parish Council makes no further representation to the Planning Appeal. [M]  It was agreed that no further representation would be made.				
	<b>Prop:DP</b>	<b>Sec:AP</b>	<b>In Favour:9</b>	<b>Against:0</b>	<b>Abstain:0</b>
	<b>Items for Decision</b>				
10.0	<b>Provision of a coach service for the Planning Appeal Hearing in Taunton</b> - to reverse the decision taken at the meeting held on 4 December 2023 item 13 and approve a proposal to provide a coach service for the first day of the appeal hearing and to organise a car share arrangement for those that have no alternative means of transport, for the remaining days of the hearing. [M]  Following discussions with residents it was agreed to reverse the decision made at the meeting held on 4 December 2023 and to approve a proposal to supply a coach service on day one of the appeal hearing only and to work with residents to organise a car-share arrangement.				
	<b>Prop:AP</b>	<b>Sec:KR</b>	<b>In Favour:8</b>	<b>Against:0</b>	<b>Abstain:1</b>
11.0	<b>Budget for the 2024/25 Financial Year</b> - to approve the draft budget for the 2024/25 financial year. [M]  The Clerk and RFO presented proposals for the 2024/budget and precept. It was proposed that the precept be increased by 8%. The proposals were debated at length and a proposal for				

	<p>an increase of 8% was made and gained no support. A proposal of an increase of 10% in the precept was made and gained no support. A proposal of an increase in the precept of 20% was proposed and approved. SG requested that his opposition be recorded.</p> <p>It was agreed that the decision on the budget would be deferred until the next meeting.</p>				
	<b>Prop:AP</b>	<b>Sec:DP</b>	<b>In Favour:8</b>	<b>Against:1</b>	<b>Abstain:0</b>
12.0	<p><b>Community Defibrillator Scheme</b> – to approve a 50% contribution toward the cost of purchasing a defibrillator to be sited at the Recreation Park from CIL funds. [M]</p> <p>The proposal was approved and the Clerk and RFO was asked to submit a claim for two defibrillators, with one being sited at the Recreation Park in Creech St Michael and one at a suitable site within Adsborough.</p>				
	<b>Prop:SG</b>	<b>Sec:PT</b>	<b>In Favour:9</b>	<b>Against:0</b>	<b>Abstain:0</b>
13.0	<p><b>Speed Indicator Device Purchase</b> – to approve a proposal to purchase two additional Speed Indicator Devices (SIDs) using CIL funds. [M]</p> <p>The proposal was approved subject to adequate funds being available within the CIL fund. The Clerk and RFO would submit a purchase order for one solar powered Speed Indicator Device.</p>				
	<b>Prop:AP</b>	<b>Sec:DP</b>	<b>In Favour:9</b>	<b>Against:0</b>	<b>Abstain:0</b>
14.0	<p><b>Changes to the Clerk and RFO role Terms and Conditions</b> – to approve a proposal to increase the number of hours that the Clerk and RFO is employed for from 25 to 35. [M]</p> <p>The proposal was approved and will come in to force with immediate effect.</p>				
	<b>Prop:AP</b>	<b>Sec:ND</b>	<b>In Favour:9</b>	<b>Against:0</b>	<b>Abstain:0</b>
15.0	<p>Finance – to <b>review and approve</b> the Financial Transaction Report. [M]</p> <p>The Financial Transaction report was approved. See <b>Appendix B</b> for a list of all payments. The Chair signed a copy of the report for the records.</p>				
	<b>Prop:AP</b>	<b>Sec:CC</b>	<b>In Favour:9</b>	<b>Against:0</b>	<b>Abstain:0</b>
	<b>Items for Discussion</b>				
16.0	<p>Arrangements for the appeal hearing APP/W3330/W/23/3329488.</p> <p>The Clerk and RFO outlined the agreed arrangements and timings for the Appeal Hearing.</p>				
17.0	<p>Feedback from the recent LCN meeting attended by Cllr. Cudlip.</p> <p>CC attended the recent LCN meeting. He reported that Somerset Council expected to claw back the likely overspend for next year by cutting services.</p> <p>CC reported on a trial scheme whereby a contractor is engaged to act as a Highway Steward for parish and town councils. The role will cover minor highways works, gully clearance and other small scale projects. This could be run through a partnership of councils to enable costs to be shared. The annual charge for the service would be £50,000.00 which includes all equipment and a vehicle, this would be shared between participating councils.</p>				

	<p>It was suggested at the meeting that Parish Council's build a "war-chest" of funds to enable them to manage the services that Somerset Council will no longer provide.</p> <p>CC noted the name of an individual who could help with funding of youth services and this name was shared with the Clerk and RFO.</p> <p>ND wished to make it clear that the Parish Council would seek to provide the services that cease to be delivered by Somerset Council, but that it was important to ensure that residents were aware that the Parish Council wasn't responsible for those services, this rested with Somerset Council.</p>
	<b>Updates from Committees, Panels and Working Groups</b>
18.0	<b>Finance Committee</b>
	<p>18.1. Income and Expenditure Records.</p> <p>Members had the budgets reports available to them and no issues were raised.</p>
19.0	<b>Staffing Committee</b>
	No update. The next meeting was scheduled for 22 January 2024.
20.0	<b>Planning Committee</b>
	<p><b>20.1.</b> Update on the Langaller Park Development Application.  <b>20.1.1.</b> Meeting on 15.01.2024 to discuss Section 106 agreement.</p> <p>The Clerk and RFO confirmed that a meeting was scheduled with the Developer and the Lead Planning Officer to discuss the Parish Council's request to be a signatory to the Langaller Park Development S106 agreement.</p>
21.0	<b>Traffic Panel</b>
	CC reported that a resident had offered to provide a power source for one of the Speed Indicator Devices in St Michael Road.
22.0	<b>Canal Panel</b>
	The Clerk and RFO reported that contact had been received from the Canal & Rivers Trust regarding the return of the signs. A reply was given requesting that they are returned, no further response has been received.
23.0	<b>Events</b>
	<p>AP confirmed that no teams had yet come forward for the Tug of War event. The event will most likely be held at Maidenhead Country Park, Monkton Heathfield.</p> <p>SG confirmed that the date for the Fish and Chip Lunch was 2 February 2024.</p>
24.0	<b>Newsletter Working Group</b>
	A resident confirmed that he would deliver newsletters to Creech Heathfield. He was thanked for his offer and support.

25.0	<b>Footpaths</b>  No report.
	<b>Other Matters</b>
26.0	<b>Correspondence</b>
	<b>26.1 To consider any correspondence received that Councillors wish to raise that has already been circulated.</b>
	AP noted that she would respond to the resident who had sought the installation of pedestrian warning signs in Creech Heathfield and notify them that a Speed Indicator Device would be installed in due course.
	<b>26.2 To note items of correspondence received by the Clerk and RFO deemed appropriate to be brought to the attention of the Parish council.</b>
	26.2.1. An email request from a resident for a larger noticeboard space at Adsborough.  It was proposed that the resident that had raised the matter be supplied with a key for the noticeboard and allowed to post notices, as long as the Parish Council was allowed priority for important notices.
27.0	<b>New Matters to be Carried Forward</b>
	None.

The meeting ended at 9.05pm

[V] = Where a resolution (vote) is expected

Andrew Williams, CSM PC, Clerk and RFO, 07708 680797, email clerk@creechstmichael.net

The next Creech St Michael (CSM) Parish Council meetings are on:

5 February 2024

at 7pm in the CSM Village Hall

4 March 2024

at 7pm in the CSM Village Hall

8 April 2024

At 7pm in the CSM Village Hall

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

Date of Original Meeting Action Raised	Minute Ref.	Action Point	Responsibility & Timeframe	Date Completed	Outcome/Further Actions	Complete
08.01.2024	12.0	Clerk and RFO to submit a request to the DHSC for funding for two defibrillators, one to be sited at the Recreation Park and one at or near to Adsborough.	Clerk and RFO 05.02.204			08.01.2024 Resident at Adsborough contacted and asked to assist in finding a suitable location for the Defib. 25.01.2024 Defibrillators shipped and arrived and now in storage.

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

04.12.2023	8.0	Clerk and RFO to contact Somerset Bus Partnership to obtain more information on the scale of funding required.	Clerk and RFO 08.01.2024		05.12.2023 Contact made with Somerset Bus Partnership and request made. Response received and awaiting further information. 31.12.2023 Information shared that 4 decals had been sited within Creech St Michael. 500 decals have been printed to cover Somerset.	
06.11.2023	29.2.1	Clerk and RFO to contact West Monkton Parish Council to collaborate on a submission to Somerset Highways to address the issues with large vehicles using Coombe Lane.	Clerk and RFO 04.12.2023		27.11.2023 Contact with West Monkton Parish Council made and details of the issue shared. West Monkton Parish Council to consider and respond. 13.12.2023 Email sent to Somerset Roads requesting that the Lane be designated with a maximum weight of 7.5 tonnes. 15.12.2023 response received and request for more evidence received. Request passed to residents for action.	

## CREECH ST MICHAEL PARISH COUNCIL

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02.10.2023	9.0	Members to identify risks that are not listed on the draft Risk register and forward these to the Clerk and RFO.	All members 06.11.2023			
05.06.2023	2.0	Clerk and RFO to contact the relevant parties to request that the issue of overgrown hedges be dealt with on the lane between Hyde Lane and Leighton Drive.	Clerk and RFO 03.07.2023		<p>20.06.2023 Managing Agent contacted and confirmation received that they are not responsible for Hyde Lane vegetation. Response awaited from David Wilson Homes.</p> <p>07.11.2023 Letter written to David Wilson Homes requesting that the vegetation be dealt with.</p> <p>09.11.2023 Holding response received from David Wilson Homes.</p> <p>22.11.2023 David Wilson Homes confirm that a consultant has been appointed to address the outstanding adoption issues.</p> <p>18.12.2023 Chasing email sent and response received to</p>	

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

					<p>indicate it had been passed to another team to respond.</p> <p>19.01.2024 Chasing email sent and response received to indicate it had been passed to another team to respond. No progress being made on this issue.</p>	
05.06.2023	23.2	To request that the markings for the virtual pavement at North end are reinstated to improve visibility.	Clerk and RFO 03.07.2023		03.07.2023 A recent meeting with the Highways Officer from Somerset Council had confirmed a commitment to reline the Virtual Footpath.	
15.05.2023	15	The Clerk and RFO would confirm the approved sites for the Speed Indicator Devices with Somerset Council Highways.	Clerk and RFO 05.06.2023		<p>23.05.2023 request sent to Somerset Council Highways requesting confirmation of approved sites.</p> <p>05.06.2023 The Clerk and RFO confirmed that the two existing sites were the only that had been fully approved and that a meeting with highways to discuss further sites was being scheduled for late June or early July.</p>	

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

					04.12.2023 Highways to confirm locations and await the installation of new poles to accommodate solar SIDs. Likely to be delayed until May/June 2024.	
06.02.2023	12.0	Clerk and RFO to pursue the use of the Money Claim service to seek the recovery of the funds paid to Oakleaf Joinery & Design.	Clerk and RFO 06.03.2023	15.02.2023	<p>15.02.2023 Money Claim online started and evidence submitted.</p> <p>16.03.2023 A request to issue a County Court Judgement was made via the Money Claim service.</p> <p>24.03.2023 County Court Judgement issued and received.</p> <p>15.05.2023 Request to be issued for a Warrant of Control.</p>	

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

					12.07.2023 case transferred to Yeovil Crown Court and a warrant issued.	
09.01.2023	3.0	Update the Neighbourhood Plan in light of the changes being brought about by local government reorganisation.	TBC		15.05.2023 To be considered at the next Planning committee meeting. 05.06.2023 See agenda item 20.1. 27.11.2023 To be discussed by the Planning Committee.	
09.01.2023	3.0	Clerk and RFO to respond to Cllr. Fothergill's enquiry about a bus shelter for Creech Heathfield.	Clerk and RFO 06.02.2023		27.01.2022 See item 22.2 on the agenda for meeting held on 06.02.2023.  16.03.2023 Awaiting a response from Somerset Council Highways.  25.11.2023 Cllr. Peters in contact with resident about the issue.  11.12.2023 Contact with Roads Records initiated	

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

					<p>following advice from Somerset Highways.                  12.12.2023 Request submitted to First Bus Group for data on bus stop use for the previous 12 months.                  12.01.2024 response received from Somerset Road Records received outlining process. Initial costs of £765.00 to cover application, licenses and legal costs. Planning Application may also be necessary.</p>	
<b>COMPLETED ACTIONS</b>						
05.09.2022	18	Clerk to contact Somerset West and Taunton Council to arrange for the installation of the small combined bin and to enquire of the cost of moving the dog waste bin on the site.	Clerk & RFO 03.10.2022		<p>22.09.2022 Request submitted to Somerset West and Taunton Street Scene team.                  23.09.2022 Response received – cost of relocating dog waste bin £100.00 + VAT.                  03.10.2022 Plan to be drawn up to locate larger bin and replace dog waste bin.</p>	✓

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

					<p>07.11.2022 Site meeting to be arranged for councillors by the Clerk and RFO.</p> <p>15.06.2023 Clerk and RFO contacted the Street Scene team at Somerset Council to approve installation.</p> <p>20.07.2023 Contact with Street Scene Manager made. Awaiting quotation for costs of installation and supply of waste bin.</p> <p>25.07.2023 Costs confirmed as previously agreed and purchase order issued. Lead time likely 7 to 8 weeks.</p> <p>30.10.2023 A further update has been requested from the Street Scene team on the likely installation date.</p> <p>06.11.2023 Telephone call with Somerset Council Street Scene team. Installation committed to within 14 days.</p>	
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## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

					11.12.2023 Bin installed.	
06.11.2023	14.0	ND would seek a meeting with the local store manager to discuss the issues with the opening times of the Post Office.	ND 04.12.2023		ND spoke with store staff and received assurances that the issue was being addressed with the addition of more trained staff members.	✓
02.10.2023	14.0	Contact to be made with the Woodland Trust to explore the offer of free trees for planting within the community.	Clerk and RFO 06.11.2023	10.10.2023	90 small hedge plants and 30 small copse trees will be delivered in March 2024.	✓
03.07.2023	20.0	The Clerk and RFO to obtain a quote from Walford Security for a locking and call out service for the car park.	Clerk and RFO 04.09.2023		02.10.2023 No longer required.	✓
04.09.2023	4.0	Clerk and RFO to present a proposal to implement a member attendance policy.	Clerk and RFO 02.10.2023		02.10.2023 See item 7 on the agenda.	✓

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

03.07.2023	3.0	Cllr. Cavill asked that the Parish Council write to the owner of the property on the corner of Paddock Close to request that their hedgerow be cut back as it was causing pedestrians to have to walk in to the road.	Clerk and RFO 04.09.2023		07.08.2023 Letter written to the resident. 25.08.2023 No response received and no action taken by the resident. 04.09.2023 vegetation has been reduced and no longer presents an issue.	✓
15.05.2023	14	It was agreed that CC and ND would contact the landowner and arrange to meet and discuss the proposed allotment site lease.	Cllr. Cudlip and Cllr. Davidson 05.06.2023		05.06.2023 Cllr. Davidson confirmed that he had spoken to the landowner and confirmed that he was willing to sign an agreement on the terms proposed.  The Clerk and RFO to send an agreement to the landowner.  13.06.2023 Lease agreement sent to landowner.  20.07.2023 Signed lease agreement received from the landowner.	✓

## CREECH ST MICHAEL PARISH COUNCIL

### CREECH ST MICHAEL PARISH COUNCIL ACTION RECORD

03.07.2023	8.0	Clerk and RFO to contact Somerset Council to seek a formal arrangement for the disposal of waste from the Recreation Park.	Clerk and RFO 04.09.2023		23.08.2023 No such service available from Somerset Council. Advice from SC is that "All businesses producing any waste should have a trade waste agreement with a registered waste carrier or take their refuse to a site licensed to accept trade waste."	✓
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## **Item 8.**

### **Budget for the 2024/25 Financial Year**

#### **Proposal**

To approve the draft budget for the 2024/25 financial year.

#### **2.0 Introduction**

This paper, along with the more detailed accompanying spreadsheet, sets out the options for delivering a balance budget for the 2024/25 financial year.

#### **3.0 Assumptions**

To enable the delivery of a balanced budget, the following assumptions have been made.

##### **3.1 Employment Costs**

- All current posts remain as agreed and included in the calculations are an incremental performance-based pay award for each post as well as an 8% annual pay award.

##### **3.2 Recreation Park**

- That the cutting of grass at the Recreation Park will cease to be undertaken by Somerset Council (saving £5,000.00 p.a.) and brought in-house through the purchase of a mower. This capital purchase for this item would be funded to a maximum of £8,500.00 from reserves, with ongoing maintenance costs being factored into future budgets.

- Repairs to play equipment will be funded from reserves with an allocation of £5,000.00.

- £4,500.00 will be allocated from reserves to fund improvements to building security and access and general site signage.

- The locking and unlocking service will end at 31.03.2024, saving £7,500.00 p.a..

##### **3.3 Bus Shelter for Creech Heathfield**

- That the option to fund the installation of a bus shelter for Creech Heathfield is deferred for a period of twelve months.

##### **3.4 Youth Provision**

- That the Youth Project will end at 31.03.2024, unless other external funding can be secured, saving £7,000.00 p.a.

##### **3.5 Highways**

- That an amount of £20,000.00 is allocated toward the cost of funding a Highway Warden and a further sum of £5,000.00 is allocated to support this role and to fund the installation of new Speed Indicator locations.

##### **3.6 Planning Support/Langaller Park**

- A sum of £7,000.00 is allocated from reserves to support costs associated with planning applications and the Langaller Park development.

#### **4.0 Reserves**

The forecast level of reserves held at 31.03.2024 is approximately £115,000.00. The impact of the allocations set out above and their subsequent expenditure will result in a reduction in reserves to approximately £94,000.00 at the year-end.

It is proposed that a Policy Paper setting out the Parish Council's short to medium term strategy for managing reserves will be presented prior to the end of the current financial year.

#### **5.0 Income**

Excluding the reserves identified in points 3.0 and 4.0, the expenditure budget for the 2024/25 year is projected to be £93,411.52, an increase on the 2023/24 year of £18,881.69 or 25.3%. To fund the entirety of this proposed expenditure from the Precept will require a 22% increase to be requested. This will result in an increase in the precept from £74,528.00 to £90,552.00

Note: each 1% increase in the precept request generates approximately £750.00 in additional income.

##### **5.1 Community Infrastructure Levy (CIL) Funds**

Current CIL funds have been fully allocated. It is expected that CIL funds will be received in year totalling £10,500.00, with an expenditure deadline of the end of 2029/2030. These funds have not been included within the current budget proposals.

#### **6.0 Impact on Residents' Council Tax Bill**

Within the Parish, 65% of properties are currently listed within Council Tax Bands A to D, the lower four points on the banding scale. The increase per year in the proposed Parish Precept on a typical band D property would be £16.79. The increases per band are set out in table 1.

#### **7.0 Recommendation**

That the proposed budget is discussed and a proposal approved.

Andrew Williams

Clerk and RFO

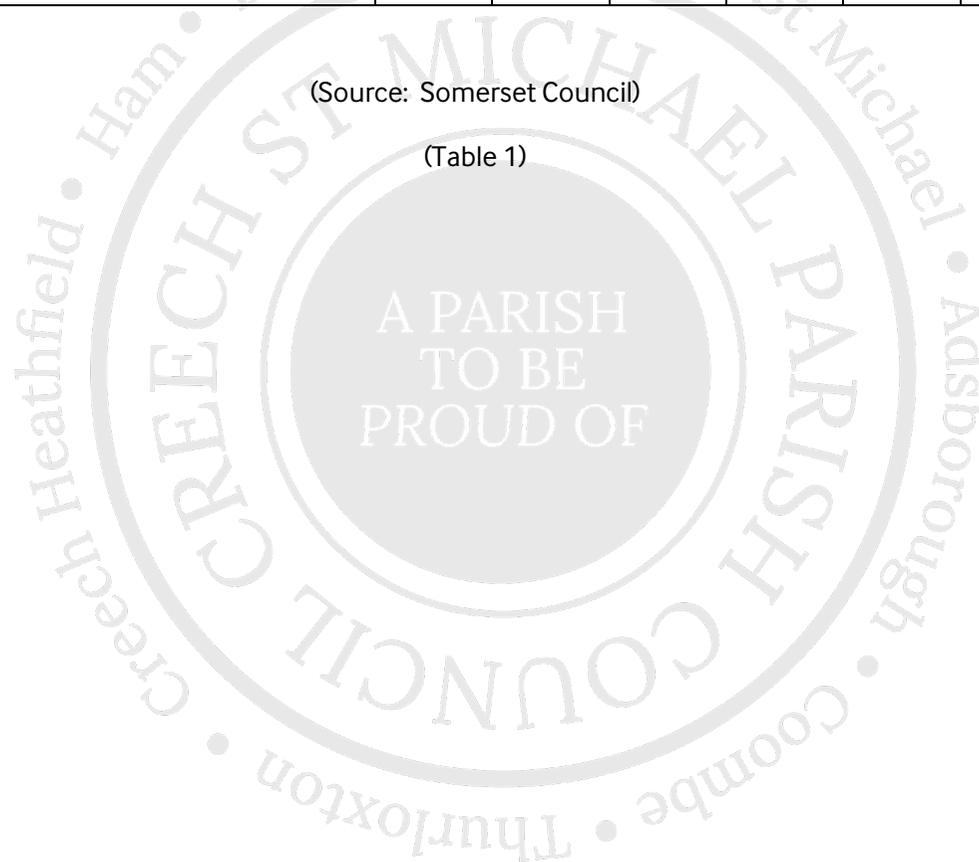
29.01.2024

Council Tax Banding Creech St Michael 2023/24

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Increase in Parish Council Precept per Year per Property 2024/25	£11.15	£13.03	£14.91	£16.79	£20.55	£24.31	£28.07	£33.71
Increase in Parish Council Precept per Month per Property 2024/25	£0.58	£0.70	£0.82	£0.94	£1.17	£1.41	£1.65	£2.00
Number Properties by Band in the Parish of Creech St Michael	34	146	383	286	310	111	29	2
% Properties by Band in the Parish of Creech St Michael	2.6%	11.2%	29.4%	22.0%	23.8%	8.5%	2.2%	0.2%

(Source: Somerset Council)

(Table 1)



## **Item 9.**

### **Recreation Park Tree Survey**

#### **1.0 Proposal**

To consider a proposal to appoint a contractor to undertake a health and safety survey of the tree population at the Recreation Park, Creech St Michael, including acceptance of a quotation for the works to be carried out.

#### **2.0 Introduction**

The Recreation Park has a population of trees numbering approximately forty five within the boundaries of the Park. There is no evidence that a health and safety survey of the tree stocks has been conducted in recent years.

A regular survey of the tree stocks to check for disease or damage is a necessary element of our risk assessment of the Recreation Park and our responsibilities under the Health and Safety at Work Act 1974. It is recommended by the Health and Safety Executive that a formal survey by a competent person is conducted at least once every five years or following an incident of damage, or a report of disease being found.

#### **3.0 Undertaking a Survey**

Five specialist providers were identified and contacted to provide quotations for a survey. Of the five providers contacted, four responded with an indication of interest. Further information, including images of all trees was provided and the following provider has responded with a quotation.

##### **3.1 Aboricare Limited**

To carry out a health & safety inspection from ground level of the trees within the boundary of the Recreational Park as shown on the highlighted plan below. Provide a written report with findings, recommendations and annotated map.

£530.00 plus VAT

Aboricare Limited are members of the Arboricultural Association and are approved by the Arboricultural Association as a contractor and have been operating since 1988.

#### **4.0 Financial Implications**

The costs associated with the survey will be met within existing budgets. However, the survey may identify the need for further works which will have to be funded from other sources, such as reserves or via in-year savings.

#### **5.0 Recommendation**

That members agree the proposal to appoint a contractor and approve the quotation from Aboricare Limited.

Andrew Williams  
Clerk and RFO  
24.01.2024



## **Item 11.**

### **Annual Parish Meeting**

#### **1.0 Proposal**

To approve a draft agenda for the Annual Parish Meeting.

#### **2.0 Introduction**

The Parish Council is required to hold an annual Parish Meeting. It is proposed that the meeting follow the same format as in 2023, with two guest speakers being invited to contribute to the event, along with a review of the past year by the Chair and the award of Certificates of Recognition to volunteers from the community.

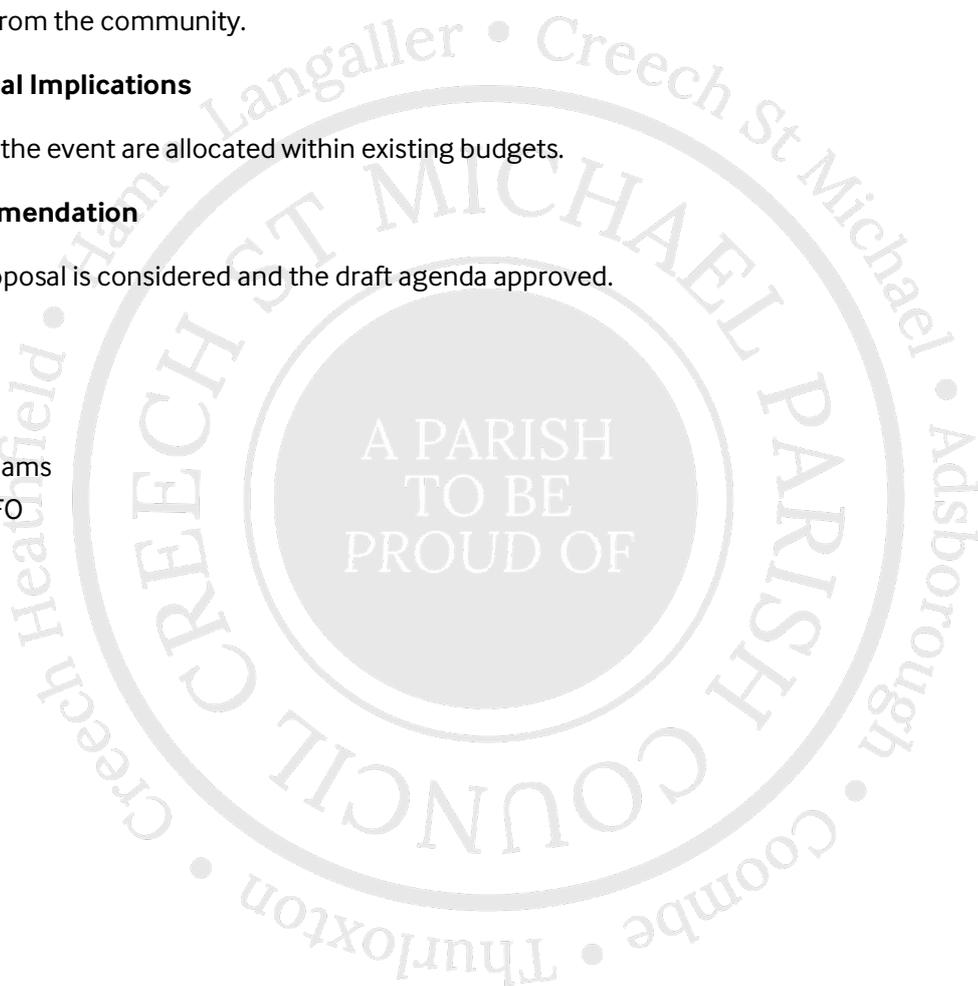
#### **3.0 Financial Implications**

All costs for the event are allocated within existing budgets.

#### **4.0 Recommendation**

That the proposal is considered and the draft agenda approved.

Andrew Williams  
Clerk and RFO  
24.01.2024



**Agenda** for the Annual Parish Meeting to be held at Creech St Michael Village Hall  
on **Wednesday 8<sup>th</sup> May 2024 at 7:00pm**

This meeting is open to all residents of the Parish. Refreshments will be available.

## **AGENDA**

1.0 Welcome by the Chair of the Parish Council, Cllr. Annabelle Peters.

2.0 Apologies for absence.

3.0 A Guest Speaker

4.0 A Review of the Year

A brief review of the year in the Parish.

5.0 A Second Speaker

6.0 Volunteer Awards

A celebration of the volunteers that have supported the Parish over the past 12 months.

7.0 Public Forum

An opportunity for residents and members of the public to raise issues.

8.0 Priorities for the Year Ahead

An overview of the priorities for the Parish Council.

9.0 Closing Remarks

The Annual Parish Meeting is organised by Creech St Michael Parish Council  
Contact Clerk and RFO Andrew Williams [clerk@creechstmichael.net](mailto:clerk@creechstmichael.net) 07708 680797

## **Item 12.**

### **Flexible Working Policy**

#### **Proposal**

To approve the Parish Council Flexible Working Policy.

#### **2.0 Introduction**

The Staffing Committee agreed at the meeting held on 12 October 2022, that a series of policies and procedures would be produced to support the work of the Parish Council. Although a Flexible Working Policy wasn't on the list of identified policies, recent changes to legislation have made the creation of a policy necessary.

The proposed policy is based on advice from Government and ACAS. The Staffing Committee approved the policy on 22 January 2024.

#### **3.0 The Policy and Procedure**

The proposed policy aims to provide a framework within which variable or flexible working requests will be managed by the Parish Council. The aim of the process is to support all employees throughout their employment and to ensure that the Parish Council remains efficient and operates within employment legislation.

#### **4.0 Recommendation**

That the Members review the proposed policy and approve it.

Andrew Williams  
Clerk and RFO  
Date 26.01.2024

## Creech St Michael Parish Council

<b>Policy Title</b>	Flexible Working Policy
<b>Applies to</b>	All Parish Council Employees
<b>Date Created</b>	14 January 2024
<b>Date Approved by Council</b>	
<b>Minute Reference</b>	
<b>Author</b>	Clerk and RFO
<b>Review Cycle</b>	Annual
<b>Review Dates</b>	



## **1.0 Introduction**

Under provisions set out in the Employment Rights Act 1996 and regulations made under it and the Employment Relations (Flexible Working) Act 2023, all employees have a statutory right to ask their employer for a change to their contractual terms and conditions of employment to work flexibly provided they have worked for their employer for 26 weeks continuously at the date the application is made.

As a compassionate employer, Creech St Michael Parish Council has always had a positive view of flexible working. This statement sets out the framework within which variable or flexible working requests will be managed within the Parish Council. Flexible working is any change to when, where and how long an employee works. It can include compressed hours, flexi-time, remote working, job-shares and set shift patterns.

## **2.0 Eligibility**

To be eligible to submit a request for flexible working an employee must meet the following criteria.

- A minimum of 26 weeks' continuous service.
- Have made no more than two flexible working requests within a twelve month period.

The legislation does not provide an automatic right to flexible working. There is an emphasis on the importance of both the employee and the employer considering the terms of the request and attempting to reach an outcome that suits both parties. The employee has a responsibility to think carefully about their desired working pattern when making an application, and the manager and Parish Council, as employer, is required to follow a specific procedure to ensure requests are considered objectively.

## **3.0 What is Flexible Working?**

Flexible working can mean a change to the number of hours worked, the times worked or the place of work.

Some examples of flexible working are:

- Part-time working.
- Job share.
- Flexible working hours .
- Term time only working or,
- Working from home, where practical and the requirements of the role allow.

## **4.0 Requesting Flexible Working**

An employee considering flexible working must first discuss with their manager or with the Chair of the Staffing Committee and state the reasons for the request to change their

working pattern. A formal application must be made in writing to the Line Manager or in the case of the Clerk and RFO role, to the Chair of the Staffing Committee. It should set out clearly.

- The desired change in working pattern.
- How the employee will manage their work as a result of the proposed change.
- When the employee wishes to start the new way of working.
- Other relevant information that will assist the decision-making process.

All applications will be considered fully. The Line Manager will meet with the employee to discuss the application within three weeks of receiving the request. The employee has the right to be accompanied by a companion who may be a work colleague or trade union representative.

## **5.0 The Decision**

The Staffing Committee will consider all applications and consult the line manager as required. The Staffing Committee will make a recommendation to the Parish Council for approval or refusal of the request. The decision must be communicated to the employee within two months of the request being received.

If an application is approved, the working arrangement may be implemented for an initial period of six months and reviewed at the end of this period by both the employee and the Parish Council.

If an application is refused, the individual will be notified in writing with reasons why the request cannot be accommodated.

The grounds for refusing a request include.

- The additional burden of costs on the Parish Council.
- An inability to reorganise work among other staff.
- An inability to recruit additional staff.
- The change having a detrimental impact on quality of the Parish Council's activity.
- The change having a detrimental effect on customer service.
- The change having a detrimental impact on the employee's performance.
- Insufficient work available during the periods the employee proposes to work.
- The proposal does not fit in with planned structural changes within the operation of the Parish Council.

## **6.0 Right of Appeal**

An employee has the right of appeal against the Parish Council's decision. A meeting should take place to discuss a refusal to grant a request. It is important that this is dealt with in a timely manner as the law requires the consideration process to be completed within two months of first receiving the request, including any appeal.

The individual should discuss with their manager or with the Chair of the Staffing Committee, the grounds for the appeal and submit a formal written request for an appeal. The appeal will be considered by a panel of three Parish Councillors who are not members of the Staffing Committee who will recommend a decision to the Parish Council.

If an appeal is upheld, the working arrangement may be implemented for an initial period of six months and reviewed at the end of this period by both the employee and the Parish Council.

If an appeal is rejected, the individual will be notified in writing with reasons why the appeal was rejected.

### **7.0 Review**

The Parish Clerk and RFO or Chair of the Staffing Committee will undertake a review after 6 months. This is to ensure that the change in work pattern is delivering the expected benefits for all concerned and that there is no adverse impact on either the work of the Parish Council or the efficiency of the individual or other Parish Council employees.

If an issue is identified, the individual will be consulted before a decision is made to vary the working pattern further or revert to the original working arrangement.

At the end of the review the Parish Clerk and RFO or Chair of the Staffing Committee will confirm in writing whether or not the working pattern may continue. If it may not continue, a minimum of two months' notice will be given that the working pattern cannot be accommodated and will end on a specified date.

## **Item 13.**

### **Absence Policy**

#### **1.0 Proposal**

To approve the Parish Council Absence Policy.

#### **2.0 Introduction**

The Staffing Committee agreed at the meeting held on 12 October 2022, that a series of policies and procedures would be produced to support the work of the Parish Council. The Absence Policy was one of those items and has been produced using advice from the SLCC, ACAS and sector best practice.

The Parish Council Staffing Committee approved the policy subject to one amendment being made to section five. This has been made prior to submission of the policy for approval by the Parish Council.

#### **3.0 The Policy**

The proposed policy sets out the Parish Council's approach to managing periods of unplanned absence. It is the Parish Council's policy to offer as far as is possible, security of employment during such periods, subject to operational requirements and conditions set out in the policy document.

#### **4.0 Recommendation**

That Members review the proposed policy and approve it.

Andrew Williams

Clerk and RFO

Date 26.01.2024

## Creech St Michael Parish Council

<b>Policy Title</b>	Absence Policy
<b>Applies to</b>	All Parish Council Employees
<b>Date Created</b>	15.01.2024
<b>Date Approved by Council</b>	
<b>Minute Reference</b>	
<b>Author</b>	Clerk and RFO
<b>Review Cycle</b>	
<b>Review Dates</b>	



## **1.0 Introduction**

This policy applies to any employee of Creech St Michael Parish Council. The Parish Council aims to secure the attendance of its employees throughout normal working patterns. However, it recognises that periods of absence may be unavoidable and necessary.

This policy sets out the Parish Council's approach to managing periods of unplanned absence. It is the Parish Council's policy to offer as far as is possible, security of employment during such periods, subject to operational requirements and the conditions below.

## **2.0 Related Policies and Procedures**

This policy is to be read in conjunction with the Parish Council's Health & Safety Policy, Flexible Working Policy, Annual Leave Policy and Disciplinary Policy and Procedure.

## **3.0 Unplanned Absence**

An unplanned absence is a period of absence from work that has not been previously requested and approved. The reasons for the unplanned absence could include illness, injury, bereavement and travel disruption and can last a few hours or for an extended period.

Unplanned absence can have a significant impact on the ability of the Parish Council to function effectively. Therefore, it is important that this disruption is managed via the procedure set out in this policy.

## **4.0 Procedure for Notification of Absence**

In the first instance, if an employee is unable to attend work, they should contact the Clerk and RFO or the Chair of the Staffing Committee or Chair of the Parish Council as soon as is possible, but no longer than the end of the working day on which the absence first occurs.

The employee should ensure that the following information is shared.

- The reason for the absence.
- The likely duration of the period of absence.
- Any key tasks that will need to be allocated to other employees.

If the employee expects the period of absence to continue past the initial estimate, they should contact the Clerk and RFO or the Chair of the Staffing Committee or Chair of the Parish Council with an updated duration of absence.

## **5.0 Sickness Absence**

If a period of absence is as a result of sickness or injury, the employee must notify the Parish Council of this for the first seven calendar days of the absence period in writing. This can be completed on the employee's return to work if their absence lasts less than seven calendar days.

If the employee is absent by the eighth day (including Saturday and Sunday), they must send a fit note to the Clerk and RFO or the Chair of the Staffing Committee or Chair of the Parish Council. A fit note can be obtained from a GP or many other medical professionals. Further fit notes must be obtained if the absence continues for longer than the period of the original.

A failure to follow this process may result in the Employee being subject to disciplinary action and may negate the employee's rights to contractual sick pay and statutory sick pay (SSP).

The employee will not be allowed to return to work until they provide evidence from a medical professional that they are fit to return or that their fit note has expired. Requests for temporary adjustments to the employee's working conditions will be considered by the Parish Council and will be accommodated wherever possible and if the Parish Council's circumstances permit.

In the case of extended periods of absence, the Parish Council may require that the employee's fitness to return to work is confirmed by a medical practitioner of the Parish Council's choice.

## **6.0 Payment of Salary During Absence**

### **6.1 Contractual sick pay**

Information relating to the scale of payment is in the employee's contract of employment.

### **6.2 Statutory sick pay (SSP)**

The employee's SSP qualifying days are either Monday to Friday or, in the case of part-time employees, those days that they normally work. If the employee is eligible for the payment of SSP, it will be subject to the deduction of tax and National Insurance contributions.

To qualify for Statutory Sick Pay (SSP) you must:

- be classed as an employee and have done some work for your employer,
- earn an average of at least £123 per week,
- have been ill for at least 4 days in a row (including non-working days).

## **7.0 Illness or Injury During Planned Leave**

Statutory holiday entitlement is built up (accrued) while an employee is absent from work. Any statutory holiday entitlement that is not used because of illness can be carried over into the next leave year. If an employee is ill just before or during their planned leave absence, they can take it as sickness absence instead.

An employee can ask to take their paid planned leave for the time they're off work sick. They might do this if they do not qualify for sick pay, for example.

## **8.0 Other Absences**

If a period of absence occurs for reasons other than sickness or injury, the Parish Council will adopt a pragmatic and compassionate approach to the absence. Depending on the reasons for the absence the employee may request that the absence is recorded in the following ways.

- Unpaid leave.
- Paid leave, using the employees annual allocation of leave.
- Paid leave, excluding the employees annual allocation of leave (usually only for short periods of absence).

## **9.0 Extended Periods of Absence**

The Parish Council will be sympathetic when an employee is absent for an extended period, usually due to illness or injury. But persistent absence through ill-health or long-term injury or incapacity may result in a review of the terms and conditions of employment or termination of employment.

Termination of employment will not take place without:

- full consultation with the employee,
- a thorough and complete medical investigation,
- full consideration of alternative employment.

## **10.0 Return to Work**

Following a period of absence the Clerk and RFO, Chair of the Staffing Committee or Chair of the Parish Council may undertake to meet with the employee to discuss their return. The purpose of this meeting is as follows.

- To make sure the employee is ready to return to work.
- To provide an update on any Parish Council decisions while the employee was absent.
- To determine if the employee will benefit from additional support.
- To agree on a plan for returning to work, and if appropriate, to discuss a phased return to work.
- To discuss and agree about what they would like other employees or councillors to know about their absence.
- To consider any recommendations from the employee's GP or other medical professional.
- To consider whether a referral to a medical service such as occupational health is appropriate.

A record of the return to work meeting will be held by the Parish Council and shared with the employee.

## **11.0 Disability**

If the employee has a condition that means they might be considered disabled within the meaning of the Equality Act 2010, the Parish Council will attempt to make reasonable adjustments to their role to accommodate their requirements. The employee will be fully consulted at all times and use of an occupational health professional will be made to assist in the process. If reasonable adjustments or alternative employment prove not to be viable options, and there is no likelihood of a return to work within a reasonable time scale, a decision to review the terms and conditions of employment or termination of employment may be progressed.

Termination of employment will not take place without:

- full consultation with the employee,
- a thorough and complete investigation,
- full consideration of alternative employment.

### **12.0 Absence During Probationary Period of Employment**

Frequent or prolonged absence from work during a probationary period can make the task of confirming the completion of a probationary period difficult. Therefore, should this arise, the Parish Council may decide to extend a probationary period to allow for an accurate assessment of suitability to be undertaken.

In some circumstances, Frequent or prolonged absence from work during a probationary period may result in an employee's employment being terminated.

### **13.0 Return of the Parish Council's Property**

If the employee is absent for an extended period of time (e.g. one month or more) the Parish Council may require them to return Parish Council property until they are well enough to return to work. If the employee does not return to work following a period of sickness absence, they will be required to return all outstanding Parish Council property on or before the date of termination of their employment.

### **14.0 Monitoring Absences**

The Clerk and RFO will report on recorded absences at each Staffing Committee meeting for the preceding period.

**Item 14.**

**Policy Review**

**1.0 Proposal**

To review and propose changes to the policies listed below.

14.1. Disciplinary Policy & Procedure.

14.2. Grievance Policy & Procedure.

**2.0 Introduction**

The two policies and procedures were first approved by the Parish Council on 6 February 2023. Both are due for review on an annual basis.

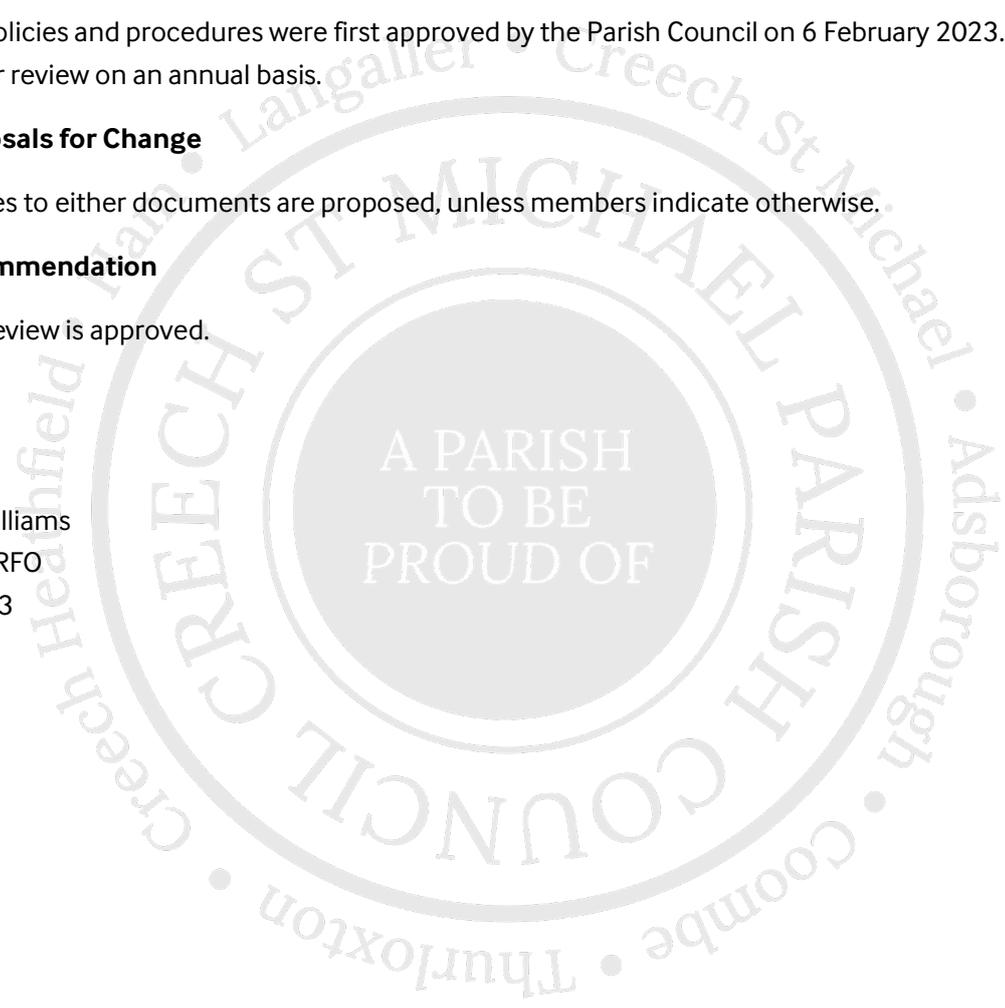
**3.0 Proposals for Change**

No changes to either documents are proposed, unless members indicate otherwise.

**4.0 Recommendation**

That the review is approved.

Andrew Williams  
Clerk and RFO  
29.01.2023



## Creech St Michael Parish Council

<b>Policy Title</b>	Disciplinary Policy & Procedure
<b>Applies to</b>	Parish Council Employees
<b>Date Created</b>	27 <sup>th</sup> January 2023
<b>Date Approved by Parish Council</b>	6 <sup>th</sup> February 2023
<b>Minute Reference</b>	18
<b>Author</b>	Clerk and RFO
<b>Review Cycle</b>	Annual
<b>Review Dates</b>	

## **1.0 Introduction**

This policy is based on and complies with the 2015 ACAS Code of Practice<sup>1</sup>. It also takes account of the ACAS guide on discipline and grievances at work<sup>2</sup>. The policy is designed to help Creech St Michael Parish Council employees to improve unsatisfactory conduct and performance in their job. Wherever possible, the Parish Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

The disciplinary procedure outlined within the policy, provides a framework within which both employer and employee can address concerns relating to performance and conduct and can be assured that the issues raised are treated seriously and are resolved in a timely and transparent manner.

This policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

## **2.0 Other Policies and Procedures**

This policy should be read in conjunction with the following Parish Council policies.

- Councillor Code of Conduct.
- Standing Orders.
- Grievance Policy.

## **3.0 Terms Used**

Line Manager - the term is used to define the individual to whom an employee of the Parish Council normally reports. This can be both an officer of the Parish Council and a member of the Parish Council.

Days – the term days refers to working days, excluding public holidays.

## **4.0 General Principles**

- This policy and procedure is not a substitute for good management practices and should only be invoked when initial attempts to improve conduct or performance have been made following discussions between the employee and their line manager. However, where there has been a serious first-time breach of disciplinary rules or gross misconduct the formal procedure should be invoked immediately.

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<sup>1</sup> <http://www.acas.org.uk/index.aspx?articleid=2174>

<sup>2</sup> [https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-ACASguide/pdf/DG\\_Guide\\_Feb\\_2019.pdf](https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-ACASguide/pdf/DG_Guide_Feb_2019.pdf)

- No disciplinary action will be taken against an employee until the circumstances have been fully investigated.
- At every stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- The employee has the right to be represented at disciplinary hearings and appeals by a workplace colleague, a trade union representative or a trade union official.
- In all instances of alleged misconduct the employee will be given at least 5 days' notice of the requirement to attend a hearing or appeal. Should the employee fail to attend without an acceptable reason, then the Chair of the hearing or appeal may proceed in the employee's absence.
- Any disciplinary action taken will depend on the nature of the offence, the past recorded behaviour of the employee concerned, the consequence to the Parish Council of the issue and any evidence presented by either the employee or as a result of any investigation..
- Employees' have the right to appeal against any disciplinary decisions.

## **5.0 Roles and Responsibilities**

- Where a minor disciplinary issue arises the employee's line manager will normally consider the matter and will resolve it if they can without recourse to the formal procedure.
- Allegations of more serious misconduct or where a previous warning has been given but the required improvement has not been made, should immediately be referred to the employee's line manager who will then be responsible for nominating an Investigating Officer. If the misconduct relates to the Clerk and RFO, this should be referred to the Chair of the Parish Council.
- The Individual who carries out an investigation should not participate in any subsequent decision to take action under the procedure. Likewise, the individual hearing the case should not be involved in the investigation beforehand. It is important that respective roles are identified at an early stage so that those roles are not compromised. The investigating officer need not be the employee's supervisor or line manager although this would normally be the case.
- Only the Clerk or RFO or Chair of the Parish Council has the right to suspend an employee and provide verbal or written warnings.

## **6.0 Representation**

- Employees have the right to representation at hearings and appeals relating to any stage of the formal procedure. This can be a trade union representative, non-union employee representative or a work colleague.

- Representatives have the right to address the hearing or appeal. They may also ask questions and present the employee's case. However, they have no right to answer questions on the employee's behalf.

## **7.0 The Informal Procedure**

- Where a minor breach of acceptable/established standards of conduct occurs which does not justify formal disciplinary action, the line manager will advise the employee concerned of the conduct or standard expected in the future. In many cases this will provide sufficient encouragement for the employee not to commit further acts of misconduct.
- The employee will be offered guidance, support and where appropriate additional training to achieve the necessary standards. Representation will not normally be appropriate at this stage, but can be considered in certain circumstances by the line manager. Managers should make a note of such informal advice and guidance and should set out in writing the required improvements and standards of conduct that are expected in the future. Records of informal advice/counselling should be kept on employee's personal files. However, the formal procedure will apply when:
  - Previous informal advice or warnings have proved ineffective.
  - The allegation is judged to be of a serious nature.
  - A number of minor allegations are made which taken together constitute a serious breach of behaviour, performance or discipline.

## **8.0 The Formal Procedure**

### **8.1 Suspension**

- In some circumstances the line manager may consider suspension, with pay, pending further investigation or until the disciplinary hearing takes place. Suspension may be appropriate where cases potentially involve gross misconduct, where professional relationships have broken down or there is a risk to the employer's property, the employee or to other people.
- An employee should be advised that suspension in itself does not constitute disciplinary action.
- An employee should be advised of the reasons for suspension in writing. The period of suspension should not normally last for more than 20 days, however where necessary this period can be extended.
- The decision whether suspension is necessary can be reviewed at any time in the disciplinary process.

### **8.2 Investigation**

- Before any decision can be made about whether or not a disciplinary hearing is necessary, an investigation must take place. The employee's line manager (or the Parish Council in relation to matters concerning the Clerk and RFO) should appoint an appropriate Investigating Officer, who could be an external adviser, who will report back with their findings and make recommendations as to whether a disciplinary hearing should be convened.
- The responsibilities of the Investigating Officer are to collect evidence by interviewing any relevant witnesses and gathering all documentation. An investigatory interview should be held with the employee concerned whereby the employee is given 5 days notice of the meeting, in writing, outlining the general nature of the allegation. The purpose of the interview is to present the findings of the investigation to the employee and allow them to answer or shed light on the potential allegations to assist the Investigating Officer to decide if he or she should recommend a disciplinary hearing and/or whether any further investigation is needed.
- For the benefit of the employee and the Parish Council, any investigation must be concluded within a reasonable timescale. If there is a delay in completing the investigation, it is the responsibility of the Investigating Officer to regularly update the employee or their representatives on the progress of the investigation.
- Once the Investigating Officer has gathered all the relevant facts and reviewed the evidence, a report should be drafted to the Clerk and RFO (or Chair of the Parish Council) recommending one of the following:
  - To take no further action and inform the employee accordingly.
  - To advise the arrangement of counselling, training, extra supervision or written advice as appropriate.
  - To progress to a disciplinary hearing.

### **8.3 Arranging a Hearing**

- If, following the recommendations of the Investigating Officer, the Clerk and RFO or the Parish Council concludes that a hearing is required, then the necessary arrangements should be made. The employee should be given at least 5 days notice in writing. The letter should include a clear written statement of the allegation and should enclose any documentary evidence being relied upon and a reminder of the employee's right to be represented. A copy of this policy and procedure should also be included with the correspondence.
- The Investigating Officer is responsible for presenting the case and making arrangements for any witnesses that they will rely upon, to attend the meeting.
- The employee is responsible for arranging any representation they choose to have and any witnesses that they may wish to call. Details of any witnesses the employee intends to call and a copy of all documents that the employee may wish to refer to at

the hearing must be submitted to the Investigating officer at least 3 days prior to the hearing.

- The Clerk and RFO or the Parish Council should make arrangements for an independent human resources advisor to attend the hearing.
- The hearing should take place at a venue that allows for privacy and is accessible for all parties.

#### **8.4 Conducting a Hearing**

- The Panel for a hearing would normally comprise of the Clerk and RFO (or three members of the Parish Council, in relation to matters concerning the Clerk and RFO) and an independent human resources representative to advise, as appropriate. The objective is:
  - To hear the evidence in respect of the allegation, the employee's response and to decide whether or not the allegation is substantiated;
  - if the allegation is substantiated, determine the disciplinary sanction to be applied in light of the seriousness of the offence and having regard to previous relevant disciplinary history.
- The procedure to be followed is:
  - Introduce panel members and specify their roles;
  - clarify the purpose of the hearing and state the allegation;
  - a presentation of the case by the Investigating Officer with witnesses called as necessary;
  - questions by employee and/or their representative of the witnesses;
  - questions by the panel;
  - the employee and/or their representative to state their case with witnesses called as necessary;
  - questions from Investigating Officer of the employee's witnesses;
  - questions from panel;
  - Investigating Officer to sum up;
  - employee/representative to sum up;
  - panel adjourn to make their decision;
  - hearing reconvened and the employee/representative informed of the decision and, if necessary, their rights of appeal.
- Requests for an adjournment can be made at any stage and it is up to the Chairman to decide whether or not a request should be granted.
- The decision of the Panel must be confirmed to the employee in writing within 5 days. The letter should clearly set out:
  - The panel's decision;

- the length of time that any warning or sanction will be active for;
- the expected improvement in conduct with clear milestones toward the expected outcomes;
- any assistance that will be provided to achieve this;
- the employee's right to appeal.

## **8.5 Levels of Disciplinary Action**

- In determining the appropriate disciplinary action, regard should be given to the employee's previous record, the gravity of the offence and any explanation given.
- Although the procedure implies a sequential approach there may be certain circumstances where the matter needs to be considered immediately under Stages 2, 3 or 4 (below).

Stage 1 Verbal Warning. For a minor offence, a formal verbal warning (confirmed in writing) making it clear that further misconduct or underperformance will render the employee liable to further disciplinary action including more severe consequences.

Stage 2 First Written Warning. For a more serious offence or where a previous warning to the employee has not resulted in the required improvement to their conduct.

Stage 3 Final Written Warning. For a sufficiently serious offence, which might warrant only one written warning but is insufficiently serious to justify dismissal, or where previous warnings have been ineffective.

Stage 4 Dismissal with notice. For an act or acts of misconduct or underperformance, other than gross misconduct, by an employee who is under a final written warning. The employee will be liable to dismissal with notice or pay in lieu of notice.

Stage 5 Dismissal without notice. In cases where gross misconduct is established the employee will be liable to summary dismissal, that is without notice or pay in lieu of notice.

## **8.6 Length of Warnings**

- Records of informal meetings and formal warnings will be kept on employee's personal files. In normal circumstances, A verbal warning will be live for 6 months and written warnings for 12 months from the date of the disciplinary hearing. Final written warnings will be live for 2 years.

## **8.7 The Right of Appeal**

- An employee has the right to appeal against disciplinary action resulting in a warning or their dismissal. Three members of the Appeal Committee will hear the appeal,

providing that they have had no previous involvement in the matter, assisted by an independent human resources adviser.

- An employee who wishes to appeal must do so in writing to the Clerk and RFO (or Chairman of the Parish Council, in relation to matters concerning the Clerk and RFO). This must be done within 10 days of the disciplinary hearing informing them of the disciplinary action taken. The appeal letter must set out the grounds for the appeal, normally under one of the following headings:
  - The severity of the disciplinary action;
  - the findings of the Panel on a point of fact which is pertinent to the decision of the hearing;
  - a failure to adhere to the disciplinary policy and procedure.

### **8.8 Arranging an Appeal Hearing**

- The date and time of the appeal hearing will be organised by the Clerk and RFO (or Chairman of the Parish Council, in relation to matters concerning the Clerk and RFO). It is the responsibility of each side to prepare themselves for the appeal, including arranging for any witnesses to attend.
- The Chair of the original Panel and the employee or their representative will, where possible, agree papers for submission to the appeal 5 days prior to the hearing.

### **8.9 Conducting an Appeal Hearing**

- The objective of an appeal hearing is:
  - To review the decision of the disciplinary hearing and decide whether that action is warranted or not;
  - and, if the action is not warranted, to determine what action if any is appropriate;
  - in doing so the Appeal Panel will have regard to seriousness of the offence and any previous relevant disciplinary history.
- The procedure to be followed is:
  - The appellant puts their case including calling any witnesses;
  - the Chair of the original hearing has the opportunity to ask questions of the appellant and witnesses;
  - the Chair of the original hearing who took the disciplinary action puts their case for having done so, which may include calling any witnesses;
  - the appellant has the opportunity to ask questions of the Chair of the original hearing and witnesses;
  - the Appeal Panel has the opportunity to ask questions of both parties and witnesses;

- both parties have the opportunity to sum up should they wish to do so. No new information should be introduced at this stage and the appellant should have the opportunity to sum up last;
  - the appeal is adjourned to allow the Panel to reach a decision;
  - the appeal is reconvened and both parties are informed of the decision;
  - the Appeals Panel write to both parties informing them of their decision within 5 days.
- The Appeals Panel has the right to call its own witnesses should it consider this to be of assistance in making its decision.

## **9.0 Trade Union Officials**

In normal circumstances no action will be taken against an officer of a recognised trade union until the matter has been discussed with a full-time officer of that union.

## **10.0 Guidance**

This policy and procedure confirms:

- Informal coaching and supervision will be considered, where appropriate, to improve conduct and/or performance.
- Employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official – at any investigatory, disciplinary or appeal hearing. The companion is permitted to address such meetings, to put the employee’s case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee’s wishes or prevent the employee from explaining their case.
- The Parish Council will give employees reasonable notice of any meetings in this procedure. An employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions. If the employee’s companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within 5 days of the original meeting date, unless it is unreasonable not to propose a later date.
- Any changes to specified time limits in the Parish Council’s policy and procedure must be agreed by the employee and the Parish Council.
- Information about an employee’s disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Parish Council is confidential to the employee. The employee’s disciplinary records will be held by the Parish Council in accordance with the General Data Protection Regulation (GDPR).

- Audio or video tape recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition or disability.
- Employees have the right to appeal against any disciplinary decision. The appeal decision is final.
- If an employee who is already subject to the Parish Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure.
- Except for cases of gross misconduct, when an employee may be dismissed without notice, the Parish Council will not dismiss an employee on the first occasion that it decides there has been misconduct.
- If an employee is suspended following allegations of misconduct, they will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Parish Council will write to the employee to confirm any period of suspension and the reasons for it.
- The Parish Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

#### Disciplinary Rules

- It is difficult to define all the acts of misconduct which may lead to disciplinary action. Creech St Michael Parish Council will apply a test of reasonableness by considering whether a reasonable person would believe that disciplinary action should result from a certain act or omission.
- The following are examples of the types of conduct which are unacceptable and which may lead to disciplinary action. The list is not exhaustive and other behaviour not listed may lead to disciplinary action when necessary:
  - Poor time-keeping/attendance.
  - Unjustifiable or unauthorised absence from work.
  - Waste, loss or damage of Parish Council property through failure to take due care.
  - Negligence or failure in performance of duty.
  - Being under the influence of alcohol or drugs.

#### Types of Gross Misconduct

- Unacceptable conduct, which may be regarded as gross misconduct, is likely to lead to an employee's summary dismissal. This means dismissal without notice and occurs when the employment relationship between the Parish Council and employee, and the trust which is inherent in that, is irrevocably broken.

- The following list gives examples of matters likely to be regarded as gross misconduct and is not exhaustive:
  - Refusing to follow reasonable management instructions.
  - Theft from the Parish Council, its members, employees or the public.
  - Physical assault or verbal abuse.
  - Fraud or deliberate falsification of records.
  - Falsification of qualifications.
  - Serious negligence which causes unacceptable loss, injury or damage.
  - Serious acts of insubordination.
  - Serious breach of confidence.
  - Use of privileged information for personal gain.
  - Malicious damage to the Parish Council's property.
  - Sexual misconduct at work.
  - Discrimination, victimisation or harassment.
  - Serious breaches of safety rules.
  - Serious incapability through alcohol or drugs.
  - Accessing or distributing pornography, violent or discriminatory content via the Parish Council's IT facilities or social media channels.

#### Training

- Appropriate training will be given to the Parish Clerk or any members who might be involved in disciplinary or appeals meetings to ensure they fulfil their responsibilities under this procedure.

## Creech St Michael Parish Council

<b>Policy Title</b>	Grievance Policy and Procedure
<b>Applies to</b>	All Parish Council Employees
<b>Date Created</b>	21 <sup>st</sup> January 2023
<b>Date Approved by Parish Council</b>	6 <sup>th</sup> February 2023
<b>Minute Reference</b>	17
<b>Author</b>	Clerk and RFO
<b>Review Cycle</b>	Annual
<b>Review Dates</b>	

## **1.0 Introduction**

This policy and procedure is designed to support transparency within the operation of the Parish Council as it seeks to manage the conduct and performance of its employees in a supportive and constructive manner.

The grievance procedure outlined within the policy, provides a framework within which an employee or employees can raise a concern or complaint and be assured that the issues raised are treated seriously and are resolved in a timely and transparent manner.

Wherever possible, the Parish Council will try to resolve concerns about employees' behaviour or performance informally, without starting the formal procedure set out in this policy. It is expected that most issues can be addressed during the course of everyday working relationships and as an employer, the Parish Council, will strive to foster a working environment that facilitates open and honest professional exchanges between members of the Parish Council and its employees.

This policy is based on a template provided by the National Association of Local Councils (NALC) and complies with the 2015 ACAS Code of Practice and takes account of the ACAS guide on discipline and grievances at work.

The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

## **2.0 Other Policies**

This policy should be read in conjunction with the following Parish Council policies.

- Councillor Code of Conduct
- Standing Orders
- Disciplinary Policy and Procedure
- Bullying and Harassment Policy
- Civility and Respect Pledge

## **3.0 Terms Used**

Line Manager - the term is used to define the individual to whom an employee of the Parish Council normally reports. This can be both an officer of the Parish Council and a member of the Parish Council.

Grievance - a real or imagined cause for complaint, especially resulting from unfair treatment.

Days – the term days refers to working days, excluding public holidays.

## **4.0 Grievance Procedure**

### **4.1 Stage One - Informal Resolution**

- The Parish Council and its employees benefit if grievances are resolved informally and as quickly as practicable. As soon as an issue arises, the employee should raise the matter with their line manager to seek to establish if an informal resolution is possible. Both parties should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with their line manager (for example, because it concerns the line

manager), the employee should contact the Chair of the Staffing Committee or, if appropriate, another member of the Staffing Committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

- Should the grievance not be resolved via the informal procedure and the employee's complaint is not one that should be dealt with as a code of conduct complaint, the employee may submit a formal grievance. This should be submitted in writing to the Chair of the Staffing Committee.

#### **4.2 Stage Two - Formal Grievance Procedure**

- Upon receipt of a formal grievance claim, the Staffing Committee will appoint a sub-committee of three members to hear the grievance. This sub-committee must be appointed within 14 days of the date of receipt of the grievance. The sub-committee will appoint a Chair from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

#### **Investigation**

- Within 10 days of forming the sub-committee, a meeting must be held of the sub-committee to consider the grievance and to decide if it is appropriate to undertake a formal investigation (e.g. if the grievance is complex). The sub-committee may appoint an investigator to carry out an investigation before a grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).
- The investigator will summarise their findings (usually within a written investigation report) and present their findings to the sub-committee.
- The investigator must not be a councillor with direct involvement in the matter and must not be a member of the sub-committee.

#### **Notification**

- Within 14 days of the Parish Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The meeting will normally be held within 28 days of the Parish Council receiving the employee's grievance (this may be longer if there is an investigation but should not be extended without appropriate justification).
- The written notification will include the following:
  - The names of the sub-committee's Chair and other members.
  - The date, time and place for the meeting.
  - The employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official.
  - A copy of the Parish Council's grievance policy.
  - Confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of their witnesses as soon as possible before the meeting.

- Confirmation that the employee will provide the Parish Council with any supporting evidence in advance of the meeting, usually with at least two days' notice.
- The findings of the investigation if there has been an investigation.
- an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

### **The Grievance Meeting**

- The grievance meeting will follow the stages set out below. The meeting must be recorded in writing.

The grievance meeting may be adjourned at any time, to allow matters that were raised during the meeting to be investigated further by the sub-committee.

- Stage 1. The Chair will introduce the members of the sub-committee to the employee.
- Stage 2. The employee (or their companion) will set out the reasons for the grievance and present any evidence in support of their complaint. This will include statements, either in writing or in person, from witnesses. Any member of the sub-committee and the employee (or their companion) may question any witness.
- Stage 3. The Chair will ask the employee questions about the information presented and will seek to understand what action(s) they want the Parish Council to pursue to resolve the grievance.
- Stage 4. If an investigation has been undertaken, the Chair will present the written statement to the meeting. Any member of the sub-committee and the employee (or their companion) may question or seek clarification of the written statement.
- Stage 5. The Chair will summarise the key points of the grievance and will seek agreement from the employee (or their companion) that the summary is complete and represents the grievance accurately.
- The Chair will provide the employee with the sub-committee's decision, in writing, usually within 5 days of the meeting. The letter will notify the employee of the action, if any, that the Parish Council will take and of the employee's right to appeal.

### **The Appeal**

- If an employee believes that their grievance has not been satisfactorily resolved by the sub-committee, they may submit a written appeal to the Staffing Committee. An appeal must be received by the Staffing Committee within 7 days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
- Appeals may be raised on a number of specific grounds only:
  - A failure by the Parish Council to follow its grievance policy.
  - That the decision of the sub-committee was not supported by the evidence.
  - That the action(s) proposed by the sub-committee were inadequate or inappropriate.
  - That new and significant evidence has come to light since the grievance meeting.

- The appeal will be heard by a sub-committee of three members of the Parish Council, who have not previously been involved in the case. There may be insufficient members who have not previously been involved. If so, the appeal sub-committee will be constituted by co-option of serving councillors from neighbouring Parish Councils. The appeal sub-committee will appoint a Chair from one of its members.
- The employee will be notified, in writing, usually within 10 days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 28 days of the Parish Council's receipt of the appeal. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.
- The appeal meeting, will follow the stages set out below. The meeting must be recorded in writing.

The grievance meeting may be adjourned at any time, to allow matters that were raised during the meeting to be investigated further by the sub-committee.

- Stage 1. The Chair will introduce the sub-committee members to the employee.
- Stage 2. The Chair will explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee.
- Stage 3. The Chair will explain the action that the appeal sub-committee may take.
- Stage 4. The employee (or their companion) will be asked to explain the grounds of appeal.
- Stage 5. The Chair will ask the employee questions about the information presented and will seek to understand what action(s) they want the Parish Council to pursue to resolve the grievance.
- Stage 6. The Chair will summarise the key points of the appeal and will seek agreement from the employee (or their companion) that the summary is complete and represents the grievance accurately.
- Stage 7. The Chair will inform the employee that they will receive the decision of the sub-committee and the sub-committee's reasons, in writing, within 5 days of the appeal meeting.
- The appeal sub-committee may decide to uphold the decision of the Staffing Committee sub-committee or substitute its own decision.
- The decision of the appeal sub-committee is final.

## Guidance

- Any changes to specified time limits within this policy, must be agreed by the employee and the Parish Council.
- An employee has the right to appeal against the decision about their grievance. The appeal decision is final.
- All information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Parish Council in accordance with the General Data Protection Regulation (GDPR).
- All audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all parties as a reasonable adjustment that takes account of an employee's medical condition or disability.
- If an employee, who is already subject to a disciplinary process raises a grievance, the grievance will normally only be heard after completion of the disciplinary procedure.
- If a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith.
- The Parish Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties.
- Employees can use all stages of the grievance procedure. If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the Parish Council's grievance procedure to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the Parish Council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Somerset Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the Parish Council's grievance procedure.
- If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the Parish Council's grievance procedure. However, whatever the complaint, the Parish Council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination.
- If an employee considers that the grievance concerns their safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The Parish Council will consider whether it should take further action

in this matter in accordance with any of its employment policies (for example its health and safety policy) and in accordance with the code of conduct regime.

# Payments

Here you can enter, edit and search payment transactions for goods or services provided to the council.

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref	Tender	
330	26.01.2024	£594.91	£0.00	£594.91		Salary Payment	Karen Hutchings	Unity Trust Bank	N/A	N/A	ONLINE PAYMENT	<a href="#">1</a>
331	26.01.2024	£1,754.74	£0.00	£1,754.74		Salary and Expenses Payment	Andrew Williams	Unity Trust Bank	N/A	N/A	ONLINE PAYMENT	<a href="#">1</a>
323	22.01.2024	£15.83	£3.16	£18.99		Mobile Phone Charges	Tesco PLC	Unity Trust Bank	N/A	N/A	DIRECT DEBIT	<a href="#">1</a>
311	19.01.2024	£75.00	£0.00	£75.00		Bus Shelter Cleaning	Reflections	Unity Trust Bank	N/A	N/A	ONLINE PAYMENT	<a href="#">1</a>
312	19.01.2024	£300.00	£0.00	£300.00		Coach Hire Charges	Upton Coaches Ltd	Unity Trust Bank	N/A	N/A	ONLINE PAYMENT	<a href="#">1</a>
320	19.01.2024	£976.32	£195.26	£1,171.58		Grass Cutting & Waste Disposal Charges	Somerset Council	Unity Trust Bank	N/A	N/A	ONLINE PAYMENT	<a href="#">1</a>
321	19.01.2024	£1,305.00	£0.00	£1,305.00		Charges for Provision of Youth Services	The Community Youth Project	Unity Trust Bank	N/A	N/A	ONLINE PAYMENT	<a href="#">1</a>
322	19.01.2024	£1,500.00	£300.00	£1,800.00		Purchase of Defibrillators	London Hearts	Unity Trust Bank	N/A	N/A	ONLINE PAYMENT	<a href="#">1</a>
309	08.01.2024	£66.00	£0.00	£66.00		Room Hire Charges	Creech St Michael Village Hall	Unity Trust Bank	N/A	N/A	ONLINE PAYMENT	<a href="#">1</a>
310	08.01.2024	£83.00	£0.00	£83.00		Room Hire Charges	Creech St Michael Village Hall	Unity Trust Bank	N/A	N/A	ONLINE PAYMENT	<a href="#">1</a>
313	03.01.2024	£646.00	£129.20	£775.20		Locking & Unlocking Service	Walford Security Ltd	Unity Trust Bank	N/A	N/A	ONLINE PAYMENT	<a href="#">1</a>
315	02.01.2024	£217.13	£10.86	£227.99		Electricity Charges	EDF	Unity Trust Bank	N/A	N/A	ONLINE PAYMENT	<a href="#">1</a>
316	02.01.2024	£16.33	£0.82	£17.15		Electricity Charges	EDF	Unity Trust Bank	N/A	N/A	ONLINE PAYMENT	<a href="#">1</a>
317	02.01.2024	£50.00	£0.00	£50.00		Recreation Park Repairs	Grey Ellie Works Ltd	Unity Trust Bank	N/A	N/A	ONLINE PAYMENT	<a href="#">1</a>
318	02.01.2024	£685.00	£0.00	£685.00		Graveyard grant	The Benefice of Creech St. Michael, Ruishton & Thornfalcon	Unity Trust Bank	N/A	N/A	ONLINE PAYMENT	
307	31.12.2023	£18.00	£0.00	£18.00	31.12.2023	Bank Charges	Unity Trust Bank Plc	Unity Trust Bank	N/A	N/A	DIRECT DEBIT	

# Payments

Here you can enter, edit and search payment transactions for goods or services provided to the council.

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref	Tender	
327	22.01.2024	£37.62	£7.52	£45.14		Signage Production	J&A International Limited	SOLDO Debit card	N/A	N/A	CARD	1🔗
328	22.01.2024	£40.00	£0.00	£40.00		Annual License Fees	Information Commissioner's Office	SOLDO Debit card	N/A	N/A	CARD	1🔗
326	16.01.2024	£129.90	£25.98	£155.88		Subscription Charges	Zoom Video Communications Inc.	SOLDO Debit card	N/A	N/A	CARD	1🔗
314	15.01.2024	£84.51	£16.90	£101.41		Items for Over 65 Lunch Event	Cut Price Wholesaler	SOLDO Debit card	N/A	N/A	CARD	1🔗
325	15.01.2024	£15.66	£3.13	£18.79		Bingo Game Items	C Halsall Limited	SOLDO Debit card	N/A	N/A	CARD	1🔗
324	04.01.2024	£18.00	£3.60	£21.60		Bank Charges	SOLDO Software Limited	SOLDO Debit card	N/A	N/A	DIRECT DEBIT	1🔗

# Receipts

Here you can enter, edit and search receipt transactions for income received by the council.

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Customer	Bank	Payment Ref	Minute Ref
57	23.01.2024	£170.24	£15.50	£185.74		Concession Fee	Andrew Finch (Cafe Finch)	Unity Trust Bank	N/A	N/A
58	04.01.2024	£4.00	£0.00	£4.00		Lottery Sales Income	West Somerset Lottery	Unity Trust Bank	N/A	N/A

## Item 16

### Joint Meeting with West Monkton Parish Council 20.02.2024

#### 1.0 Introduction

Following a meeting held with the Developers and Lead Planning Officer responsible for the Langaller Park Application and West Monkton Parish Council, it is proposed that a meeting be held of both Parish Councils on Tuesday 20 February 2024. The meeting will aim to ensure that both Parish Councils are fully aligned on matters relating to the community infrastructure that is planned for the development.

Somerset Council have indicated that they are satisfied that there are no legal barriers to the Parish Council's becoming signatories to the relevant parts of the Section 106 agreement for the development.

#### 2.0 Meeting Agenda

The meeting aims to align the needs of both Parish Councils to ensure that there is full agreement on which assets (including Public Open Spaces (POS)) will be adopted and how these assets will be managed. Any outcome from the meeting will need to be separately ratified by each Parish Council.

It is proposed that the meeting agenda includes these items.

1. Oversight of the assets – agreeing a sustainable and equitable governance framework for the Langaller Park development drawing on the experience of West Monkton Parish Council from MH1.
2. Reviewing and agreeing the list of assets to be delivered and adopted.
3. Consideration of the adoption of the Wetlands area.
4. Agreeing which assets will be delivered by the Parish Councils and which will be delivered by the Developer and agreeing a draft timetable.
5. Agreeing the next steps in the process, including some short term milestones to allow for an assessment of progress.

Andrew Williams  
Clerk and RFO  
27.01.2024

# Creech St Michael Parish Council

26 January 2024 (2023 - 2024)

## Summary of Receipts and Payments

All Cost Centres and Codes

### Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3001	General Administration Expense:		90.11	90.11	2,900.00	1,494.94	1,405.06	1,495.17 (51%)
3002	Venue Hire				1,000.00	922.00	78.00	78.00 (7%)
3003	Internal Audit				200.00	160.00	40.00	40.00 (20%)
3004	External Audit				600.00	315.00	285.00	285.00 (47%)
3005	Membership & Subscription Fee:				1,000.00	2,241.62	-1,241.62	-1,241.62 (-124%)
3006	Bank Charges				400.00	270.50	129.50	129.50 (32%)
3007	Printing				300.00	178.49	121.51	121.51 (40%)
3008	External Communications (Non I				300.00		300.00	300.00 (100%)
3009	External Communications (News		108.32	108.32	1,200.00	320.00	880.00	988.32 (82%)
3010	Postage				100.00	12.55	87.45	87.45 (87%)
3011	Website Hosting				300.00	84.45	215.55	215.55 (71%)
3012	Planning Support				2,000.00	300.00	1,700.00	1,700.00 (85%)
3013	Sub Contracted Staff				300.00		300.00	300.00 (100%)
3014	Other Income		58.34	58.34				58.34 (N/A)
3015	Lottery		43.00	43.00				43.00 (N/A)
3016	VAT		3,306.83	3,306.83				3,306.83 (N/A)
3017	Mobile Phone Charges					66.66	-66.66	-66.66 (N/A)
<b>SUB TOTAL</b>			<b>3,606.60</b>	<b>3,606.60</b>	<b>10,600.00</b>	<b>6,366.21</b>	<b>4,233.79</b>	<b>7,840.39 (73%)</b>

### Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7001	Rental	750.00	800.00	50.00	750.00	800.00	-50.00	(0%)
<b>SUB TOTAL</b>		<b>750.00</b>	<b>800.00</b>	<b>50.00</b>	<b>750.00</b>	<b>800.00</b>	<b>-50.00</b>	<b>(0%)</b>

### Burial Ground

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10001	Burial Ground	685.00		-685.00	685.00	685.00		-685.00 (-50%)
<b>SUB TOTAL</b>		<b>685.00</b>		<b>-685.00</b>	<b>685.00</b>	<b>685.00</b>		<b>-685.00 (-50%)</b>

### Bus Stops

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11001	Cleaning				250.00	300.00	-50.00	-50.00 (-20%)
11002	Maintenance							(N/A)
<b>SUB TOTAL</b>					<b>250.00</b>	<b>300.00</b>	<b>-50.00</b>	<b>-50.00 (-20%)</b>

Summary of Receipts and Payments

All Cost Centres and Codes

**Canal Car Park**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6001	Maintenance				500.00	320.42	179.58	179.58 (35%)
6002	Security							(N/A)
<b>SUB TOTAL</b>					<b>500.00</b>	<b>320.42</b>	<b>179.58</b>	<b>179.58 (35%)</b>

**Capital Expenditure**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12001	Tools				2,500.00	1,758.73	741.27	741.27 (29%)
12002	Waste Bin Installation				950.00	950.00		(0%)
<b>SUB TOTAL</b>					<b>3,450.00</b>	<b>2,708.73</b>	<b>741.27</b>	<b>741.27 (21%)</b>

**CIL**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16001	Pavilion Refurbishment				3,916.10	3,965.69	-49.59	-49.59 (-1%)
18004	Defib Purchase					1,500.00	-1,500.00	-1,500.00 (N/A)
<b>SUB TOTAL</b>					<b>3,916.10</b>	<b>5,465.69</b>	<b>-1,549.59</b>	<b>-1,549.59 (-39%)</b>

**Events**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15001	PIp Ticket Sales	12,500.00	8,606.73	-3,893.27				-3,893.27 (-31%)
15002	PIp Event Sales	10,500.00	8,391.84	-2,108.16				-2,108.16 (-20%)
15003	PIp Concession Fees	450.00	125.01	-324.99				-324.99 (-72%)
15004	PIp Expenditure Event Costs				20,870.00	14,236.45	6,633.55	6,633.55 (31%)
15005	PIp Other Events					15.66	-15.66	-15.66 (N/A)
15010	Christmas Fayre					152.59	-152.59	-152.59 (N/A)
15011	Easter Fayre		25.88	25.88		80.00	-80.00	-54.12 (N/A)
15012	Other Events		335.00	335.00	4,000.00	3,808.31	191.69	526.69 (13%)
15013	Over 65s Lunch					84.51	-84.51	-84.51 (N/A)
<b>SUB TOTAL</b>		<b>23,450.00</b>	<b>17,484.46</b>	<b>-5,965.54</b>	<b>24,870.00</b>	<b>18,377.52</b>	<b>6,492.48</b>	<b>526.94 (1%)</b>

**Grants**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13001	Community Development Fund C				15,000.00		15,000.00	15,000.00 (100%)
13002	S137 Grants				2,000.00	320.00	1,680.00	1,680.00 (84%)
14003	Donations & Grants		5,000.00	5,000.00				5,000.00 (N/A)
18001	Parish Grant	2,155.00	2,155.00					(0%)

# Creech St Michael Parish Council

26 January 2024 (2023 - 2024)

## Summary of Receipts and Payments

All Cost Centres and Codes

	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
<b>SUB TOTAL</b>	<b>2,155.00</b>	<b>7,155.00</b>	<b>5,000.00</b>	<b>17,000.00</b>	<b>320.00</b>	<b>16,680.00</b>	<b>21,680.00 (113%)</b>

### Insurance

	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4001 Insurance Premium				3,500.00	3,787.39	-287.39	-287.39 (-8%)
<b>SUB TOTAL</b>				<b>3,500.00</b>	<b>3,787.39</b>	<b>-287.39</b>	<b>-287.39 (-8%)</b>

### Payroll

	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1001 Salaries				26,600.00	23,800.75	2,799.25	2,799.25 (10%)
1002 Tax & NI				3,666.67	4,881.54	-1,214.87	-1,214.87 (-33%)
1003 Pension Contributions				1,450.00	1,137.67	312.33	312.33 (21%)
<b>SUB TOTAL</b>				<b>31,716.67</b>	<b>29,819.96</b>	<b>1,896.71</b>	<b>1,896.71 (5%)</b>

### Phone Boxes & Defibs

	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8001 Phonebox Maintenance							(N/A)
8002 Defib Consumables				500.00	119.90	380.10	380.10 (76%)
8003 Defib Maintenance							(N/A)
<b>SUB TOTAL</b>				<b>500.00</b>	<b>119.90</b>	<b>380.10</b>	<b>380.10 (76%)</b>

### Precept

	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17001 Precept	74,528.00	74,528.00					(0%)
<b>SUB TOTAL</b>	<b>74,528.00</b>	<b>74,528.00</b>					<b>(0%)</b>

### Recreation Park

	Receipts			Payments			Net Position
Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5001 Grounds Maintenance (Outsourc				5,000.00	2,370.73	2,629.27	2,629.27 (52%)
5002 Grounds Maintenance (Internal)				1,000.00	253.22	746.78	746.78 (74%)
5003 Utilities (Electricity)		218.35	218.35	800.00	2,031.67	-1,231.67	-1,013.32 (-126%)
5004 Utilities (Water)				100.00	21.32	78.68	78.68 (78%)
5005 Utilities (Gas)				300.00	202.92	97.08	97.08 (32%)
5006 Utilities (Waste Disposal)							(N/A)
5007 Waste Disposal (Septic Tank)							(N/A)
5008 Waste Disposal (General Waste)					89.61	-89.61	-89.61 (N/A)
5009 Consumables				300.00	1,033.20	-733.20	-733.20 (-244%)

# Creech St Michael Parish Council

## Summary of Receipts and Payments

26 January 2024 (2023 - 2024)

All Cost Centres and Codes

5010 Maintenance Equipment			2,500.00	436.56	2,063.44	2,063.44 (82%)
5011 Repairs & Maintenance (Play Eq			23,475.98	14,727.35	8,748.63	8,748.63 (37%)
5012 Repairs & Maintenance (Building			1,000.00	4,331.35	-3,331.35	-3,331.35 (-333%)
5013 Repairs & Maintenance (Facilitie			1,000.00	50.00	950.00	950.00 (95%)
5014 Improvements			2,000.00	1,337.18	662.82	662.82 (33%)
5015 Security			8,200.00	4,766.75	3,433.25	3,433.25 (41%)
5016 Play Equipment Inspections			2,200.00	600.00	1,600.00	1,600.00 (72%)
5017 Pitch Fees	249.98	249.98				249.98 (N/A)
5018 Stage Hire	41.67	41.67				41.67 (N/A)
5019 Safety Clothing/Equipment				705.68	-705.68	-705.68 (N/A)
18003 Rental Charges	161.91	161.91				161.91 (N/A)
<b>SUB TOTAL</b>	<b>671.91</b>	<b>671.91</b>	<b>47,875.98</b>	<b>32,957.54</b>	<b>14,918.44</b>	<b>15,590.35 (32%)</b>

### Recruitment & Training

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2001 Recruitment Costs							(N/A)
2002 Employee Training Costs				1,500.00	1,090.30	409.70	409.70 (27%)
2003 Member Training				200.00		200.00	200.00 (100%)
<b>SUB TOTAL</b>				<b>1,700.00</b>	<b>1,090.30</b>	<b>609.70</b>	<b>609.70 (35%)</b>

### Waste Disposal

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9001 Dog Waste				3,000.00	2,979.60	20.40	20.40 (0%)
9002 General Waste							(N/A)
<b>SUB TOTAL</b>				<b>3,000.00</b>	<b>2,979.60</b>	<b>20.40</b>	<b>20.40 (0%)</b>

### Youth Provision

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14001 Service Delivery Charges				6,750.00	5,743.00	1,007.00	1,007.00 (14%)
14002 Venue Hire				500.00		500.00	500.00 (100%)
18002 14003		100.00	100.00				100.00 (N/A)
<b>SUB TOTAL</b>		<b>100.00</b>	<b>100.00</b>	<b>7,250.00</b>	<b>5,743.00</b>	<b>1,507.00</b>	<b>1,607.00 (22%)</b>

### Summary

<b>NET TOTAL</b>	<b>101,568.00</b>	<b>104,345.97</b>	<b>2,777.97</b>	<b>157,563.75</b>	<b>111,841.26</b>	<b>45,722.49</b>	<b>48,500.46 (18%)</b>
V.A.T.		3,930.21			10,910.95		
<b>GROSS TOTAL</b>		<b>108,276.18</b>			<b>122,752.21</b>		