

**Minutes of the Meeting of the F & GP Committee
Held on Tuesday 14 January 2014
In the Annexe of the Town Hall, Chapel-en-le-Frith**

Present: Councillor L McCarthy in the Chair
Councillors RN Bradbury, J Brook, FP Harrison,
M Harrison, G Martin, T Norton, M Smith and S Young.
MORRISON

In Attendance: Mrs SE Stockdale - Clerk of the Council

14/316 Budget 2014/15

The draft budget was presented to members and the following amendments were made:

Increase Chairman's Allowance to £500 to take account of the Honorary Townsman presentation.

Add £100 for bunting.

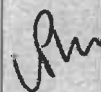
A discussion took place regarding the DALC subscription as some members had concerns about the current administration at DALC. The Executive member agreed to put them forward at the next meeting.

It was agreed that the F & GP Committee would look at making a payment to the Clerk and Assistant Clerk in acknowledgement of the additional work from the Neighbourhood Plan.

It was agreed that Chapel Vision members be invited to an organised event to thank them for the work in compiling the evidence for the Neighbourhood Plan.

It was agreed that the Regeneration Committee be asked to look at a project the enhance the area around the Dove Holes War Memorial.

CHAIRMAN
INITIALS



Agreed Income

£900

Agreed Expenditure

£76,555

The agreed budgets for the three committees are as follows: -

	Income	Expenditure
Amenities	58,546	79,242
Town Hall	40,660	56,277
F & GP	900	76,555

The above figure would require a Precept of £111,968. High Peak Borough Council have confirmed that a Council tax Support Grant of £9,047.54 will be made available and this will reduce the Precept figure to £102,921 and give a Parish Rate of £35.45.

RESOLVED: That the 2014/15 Precept be set at £102,921 subject to receiving the Council Tax Support Grant of £9,047.54 and the Concurrent Function Grant for Parks and Open Spaces of £56,726.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN'S
INITIALS



CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the F & GP Committee held on
21 January 2014 in the Annexe of the Town Hall, Chapel-en-le-Frith.**

Present: Councillor L McCarthy in the Chair
Councillors RN Bradbury, J Brook, FP Harrison, G Martin,
Mrs M Morrison, T Norton and S Young

In Attendance: Miss L Grisdale – Assistant Clerk to the Council

Apologies: Councillors J Perkins and M Smith

14/317 Grant Applications

Following the last F & GP Committee, Dove Holes Community Association have now supplied a further two quotes for the work at the Community Centre as requested.

RESOLVED: That a grant of £500 be made

14/318 Financial Regulations

Members had missing pages from the Financial Regulations and it was agreed that any comments will be submitted to the Clerk and the Regulations be approved at the Full Council Meeting should there be any amendments.

RESOLVED: Financial Regulations to be approved at the February Full Council Meeting

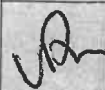
14/319 Policies

Members were provided with the NALC Model Policies:

- Staff Disciplinary Policy
- Staff Grievance Policy
- Attendance Policy and Procedure
- Capability Policy
- Equality and Diversity Policy

RESOLVED: That the above policies to be approved at the February Full Council Meeting

CHAIRMAN'
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14/320

Model Standing Orders

NALC have provided revised Model Standing Orders and it was agreed that a Working Group be set up to look at this.

It was agreed that the Working Group should comprise of Councillors J Brook, FP Harrison, G Martin, L McCarthy and S Young.

14/321

Risk Assessments

The Committee considered the Risk Assessments for the Town Hall, Parks and Open Spaces, Finance and Administration.

The following amendments were made:

Town Hall

Under equipment it was added that Trusted IT maintain the computer equipment and give technical support.

That the electrical installation be checked at 47/49 Market Street every 5 years.

That quotes are sought for PAT testing to ensure they are competitive.

Finance

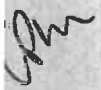
Financial Regulations have been reviewed in 2104 and will be reviewed every three years.

The staging date for the new Pension regulations is not yet known but the Council have registered with the Pension Regulator.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN

CHAIRMAN'S
INITIALS



CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the F & GP Committee held on
24 September 2014 in the Annexe of the Town Hall, Chapel-en-le-Frith.**

Present: Councillors R N Bradbury, G Martin, L McCarthy,
Mrs M Morrison, T Norton, M Smith and S Young

In Attendance: Mrs SE Stockdale – Clerk to the Council

Apologies: Councillors J Brook, FP Harrison and J Perkins.

15/185 Election of Chairman

Councillor G Martin proposed and Councillor T Norton seconded that Councillor McCarthy be elected as Chairman until the next Annual Meeting of the Council.

RESOLVED: That Councillor McCarthy be elected as Chairman until the next Annual Meeting of the Council.

15/186 Grants

Due to an underspend in 2013/14 the amount available to allocate for grants in 2014/15 is £1,250.00

The Committee considered the grants given towards upkeep of the Churchyards in the Parish and it was agreed that there should be no increase in the current financial year.

Six applications for grants have been received:-

St Thomas Becket Church Bell Ringers to assist with the work already undertaken to refurbish the bells.

RESOLVED: That as a grant of £250.00 was made in the last financial year this request be declined.

CHAIRMAN
INITIALS



Chapel-en-le-Frith Mobile Physiotherapy Service have requested a grant to assist with their running costs.

Councillor Young declared an interest as he is the High Peak Borough Council appointed member of the Mobile Physiotherapy Service.

RESOLVED: That a grant of £200.00 be made towards the fund for a replacement vehicle.

1st Chinley Scouts have requested a grant to assist with the refurbishment of the Victory Hall in Whitehough which is their Headquarters. As this building is situated in the Parish members felt it appropriate to consider the request.

RESOLVED: That a grant of £400 be made.

Chapel-en-le-Frith Junior Football Club have requested a grant to assist with the purchase of training balls for which they will incur a cost of £100.00

RESOLVED: That a grant of £100.00 be made.

Chapel AFC have requested a grant to assist with costs to demolish the building vacated by the Town Band. It was noted that the agreement between the Football Club and Town Band states that the Band are responsible for the demolishing of the building. It was suggested that the Football Club should approach the Trustees of the Town Band to resolve the issue.

RESOLVED: That this request be declined.

Chapel-en-le-Frith Girl Guides have requested a grant to assist with the renovation of the Guide Hut

RESOLVED: That as a grant of £400.00 is made in line with the grant given to the Scouts in Whitehough for a similar project.

15/187

Freedom of Information Act

The Council has to make information available when requested under the Model Publication Scheme 2008 and it was agreed that the following costs for information should be levied:

- That information be supplied by means of hard copies only.
- That the minimum charge for Freedom of Information requests be set at £12.50
- Photocopying will be charged at 5p per one sided copy.
- The cost of 2nd class postage be applied to any request.

- Should the time taken to find the information requested take longer than 30mins then a further charge of £12.50 be applied for every 30 mins spent thereafter.

It was agreed that all Freedom of Information requests should be made direct to the Clerk and not through individual Councillors.

15/188 Honorary Townsman

The Clerk supplied members with a copy of the NALC Legal Topic Note LTN 12 dated March 2013 dealing with Honorary Titles and Officers of Dignity.

At present the Council has only bestowed the title of Honorary Townsman on members who given 25 years of service to the Council.

In addition the Council make annual Community Awards to people in the Parish who have made a contribution to the local community and these awards are made in response to nominations.

It was agreed that this means of making Community Awards should continue.

With regard to Honorary Townsman it was

RESOLVED: The title of Honorary Townsman should be bestowed on:

Councillors who have reached 25 years' service on the Parish Council. Councillors or members of the community who have made a significant contribution to the working of the Council or in the community. It was agreed that the circumstances for this should be exceptional.

The making of an Honorary Townsman should continue to be by a resolution made at the Full Council meeting.

15/189 Living Wage

A member of staff has asked if the Council would be considering paying the Living Wage as this is something that Derbyshire County Council have introduced.

The Clerk supplied members with a breakdown of costs for those members of staff who currently earn below the Living Wage of £7.65 per hour together with details of staff earning slightly above £7.56 per hour. The cost to the Council to pay the Living Wage would be £2,596 per annum.

The Council agreed to look at this and requested the following further information to assist in making a decision:

- Additional NI costs
- Pension costs in view of the new legislation

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- How the County Council have dealt with the differentials of staff earning slightly above the Living Wage but undertaking more responsibilities.

Should the Council agree to implement this it was agreed that it should be from April 2015 due to budget constraints.

There being no further business the Chairman declared the meeting closed at 11.20am.

CHAIRMAN

CPW

CHAIRMAN'S
INITIALS

CPW

CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the F & GP Committee held on
19 November 2014 in the Annexe of the Town Hall, Chapel-en-le-Frith.**

Present: Councillor L McCarthy in the Chair
Councillors R N Bradbury, J Brook, FP Harrison,
G Martin, Mrs M Morrison, T Norton, M Smith and
S Young

In Attendance: Mrs SE Stockdale – Clerk to the Council

Apologies: Councillors J Perkins.

15/261 Living Wage

The Clerk provided members with updated details of staff pay in relation to the costs of implementing the Living Wage as the minimum wage increased to £6.50 in October 2014. It was noted that the Living Wage has also increased to £7.85.

In addition the differential in the hourly rate paid to staff earning in excess of the Living Wage will need to be considered together with pension implications.

It was also noted that Unison are in discussion with the Local Authority Employers Association to agree the pay settlement for the next 2 years,

Members were concerned that there may be a cut in the concurrent function grant from High Peak Borough Council in the next financial year and felt that they could not make any firm decisions on the allocation of additional expenditure until this is known.

Councillor Brook proposed and Councillor Morrison seconded a motion that the F & GP Committee revisit this issue in May 2015 when the national pay award will have been settled and grant funding from High Peak Borough Council will have been confirmed.

A recorded vote was requested.

For
Councillor Bradbury
Councillor Brook

CHAIRMAN'S
INITIALS

CP

Councillor Harrison
Councillor McCarthy
Councillor Morrison
Councillor Norton
Councillor Young

Abstentions

Councillor Martin
Councillor Smith

RESOLVED: That the F & GP Committee will consider the payment of the Living Wage further in May 2015.

15/262 Quality Status

DALC have confirmed that they have not yet been given details of the fee scale for those Councils who already have Quality Status and wish to apply for status above Foundation in the propose changes.

It was agreed that the Council should indicate that they would wish to apply for Quality Gold Status with a rider that a final decision is made when the fee structure is known.

15/263 DALC Personnel Course

The Clerk reported that she had attended a Personnel Course facilitated by DALC and run by Personnel Advice & Solutions Ltd, who are the Company that DALC have an agreement with to provide basic personnel advice.

There was a query over the sick pay arrangements detailed in the Staff Contracts of Employment and advice will be sought from High Peak Borough Council.

15/264 Risk Assessments

The Committee reviewed the Risk assessments and amended copies are attached to these minutes.

It was noted that seasonal Park staff will require refresher courses on the handling of equipment if they are re-appointed in the following year.

Due to the risks associated with chainsaws it was agreed that outside Contractors be used when required.

15/265

Other Business

The Chairman reported that £150 has been received by way of compensation from the Royal Bank of Scotland following the recent problems with the operation of the Councils Bank Accounts.

The Clerk was asked to write to the Duchy of Lancaster to ask for a copy of the Market Charter and costs associated with obtaining the Market Rights. At present High Peak Borough Council pay £1,200 per annum for the Market Rights and £350 in Business Rates.

There being no further business the Chairman declared the meeting closed at 11.20am.

CHAIRMAN

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CHAIRMAN
INITIALS

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**Minutes of the Meeting of the F & GP Committee
Held on Tuesday 29 January 2015
In the Annexe of the Town Hall, Chapel-en-le-Frith**

Present: Councillor L McCarthy in the Chair
Councillors J Brook, G Martin, Mrs M Morrison, T Norton,
M Smith and S Young.

In Attendance: Mrs SE Stockdale - Clerk of the Council

Apologies: Councillors RN Bradbury, FP Harrison and Perkins.

15/336 Budget 2015/16

The draft budget was presented to members and no amendments were made.

NALC have advised that they will be organising a conference in the North West in 2015 and it was agreed that this be considered once the cost is known.

It was noted that the increased income for photocopying is due to the Neighbourhood Plan and the costs have been re-charged from the grant.

It was agreed that the Regeneration Committee budget be added to the F & GP Committee agenda when the budgets are considered in 2016.

Agreed Income	Agreed Expenditure
£1,000	£78,930

The agreed budgets for the three committees are as follows: -

	Income	Expenditure
Amenities	60,799	77,659
Town Hall	38,805	56,596
F & GP	1,000	78,930

The above figure would require a Precept of £112,581. High Peak Borough Council have confirmed that a Council tax Support Grant of £9,705 will be made available and this will reduce the Precept figure to £102,876 and give a

CHAIRMAN'S
INITIALS



Parish Rate of £35.45. This would equate to a zero increase in the Parish Rate.

RESOLVED: That the 2015/16 Precept be set at £112,581 subject to receiving the Council Tax Support Grant of £9,705 and the Concurrent Function Grant for Parks and Open Spaces of £56,726.

The Committee considered the Reserves and it was agreed that the following be added to Earmarked Reserves:

47/49 Market Street refurbishment	£15,000
Replacement Park Equipment Fund	£ 2,000
New website	£ 3,000

There being no further business the Chairman declared the meeting closed.

CHAIRMAN'S
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CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the F & GP Committee held on
29 July 2015 in the Annexe of the Town Hall, Chapel-en-le-Frith.**

Present: Councillors J Brook, G Martin, Mrs M Morrison, and
S Young

In Attendance: Mrs SE Stockdale – Clerk to the Council

Apologies: Councillors FP Harrison, T Norton and M Smith.

16/124 Election of Chairman

Councillor G Martin proposed and Councillor Mrs M Morrison seconded that Councillor T Norton be elected as Chairman until the next Annual Meeting of the Council.

RESOLVED: That Councillor T Norton be elected as Chairman until the next Annual Meeting of the Council.

As Councillor Norton was not present at the meeting, Councillor Young took the Chair for this meeting only.

16/125 Living Wage

It was agreed that this item be deferred until after the Autumn Budget Statement, noting that the Government has recently announce the new Minimum Living Wage to be introduced in April 2016.

The Clerk was asked to provide details of additional National Insurance costs that will be associated with the Minimum Living Wage and the Living Wage, together with an update on the pension staging process.

It was noted that the differentials in hourly rates of other staff will need to be considered in relation to any increases that may arise from implementation of the Living Wage.

It was agreed that the Committee will meet again in November and also look at the pay grade for the Assistant to the Clerk, who will have then been in post for 12 months.

CHAIRMAN'S
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16/126

Grants

The amount available to allocate for grants in 2015/16 is £1,000.00

The Committee considered the grants given towards upkeep of the Churchyards in the Parish and it was agreed that there should be no increase in the current financial year.

Councillor Brook declared an interest in this item as Treasurer of Chapel Methodist Church.

Councillor Brook also advised members that he has made a grant of £50 from his discretionary fund to Chapel Arts for a booking of the Town Hall in October. He also declared an interest in this item as Chapel Arts use the Methodist Church for events.

One application for grant aid has been received and it was felt that grants should be considered in the autumn to allow more groups to apply or that the Committee may look to consider them twice a year.

The Clerk advised that details of how to apply for grants have been posted on all the Notice Boards and on the website.

St Thomas Becket Parish Church are seeking assistance with remedial work to the Church Clock.

It was agreed that a grant of £500 be made with the suggestion that it could be used to start a clock repair fund. Members felt that this was a worthwhile cause to support as all the community will benefit.

16/127

Review of Policies and Procedures

The following were reviewed:

Financial Regulations
Standing Orders
Equality and Diversity Policy
Staff Grievance Policy
Staff Disciplinary Policy
Staff Attendance Policy
Staff Capability Policy

An amendment was made to the Grievance Policy para 4, adding '*who will decide on the course of action*' to the final line.

It was agreed that all the Policies be marked with the review date and copies of the originals be attached to the amended policies where applicable.

It was agreed that the Terms of Reference for the Planning Committee be reviewed at the November meeting.

There being no further business the Chairman declared the meeting closed at 10.55am.

CHAIRMAN

CHAIRMAN'S
INITIALS



CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the F & GP Committee held on
27 October 2015 in the Annexe of the Town Hall, Chapel-en-le-Frith.**

Present: Councillor T Norton in the Chair
Councillors J Brook, FP Harrison, G Martin,
Mrs M Morrison and M Smith.

In Attendance: Mrs SE Stockdale – Clerk to the Council

Apologies: Councillor S Young

**16/211 Matters outstanding from meeting held
On 29 July 2015**

It was agreed that the Terms of Reference for Planning Committee be amended as attached.

It was agreed that a further discussion take place on the Living Wage after the Governments Autumn Statement.

Complaints have been made about the grass cutting in the Parish Churchyard in Chapel-en-le-Frith and it was agreed that any increase to the grant should be discussed at the budget meeting.

16/212 Workplace Pension Scheme

A letter has been received from the Pensions Regulator advising that the Council's auto enrolment duties start on 1 November 2016.

The Chairman and Clerk attended a seminar organised by the Councils payroll provider, Stoney Associates Ltd regarding the Workplace Pension Scheme. The scheme will be linked to the Councils payroll provider and would attract set up costs of £520 and a monthly administration fee of £19 per month thereafter.

Councillor Norton proposed and Councillor Harrison seconded that the Council proceed to engage Workplace Pensions Direct to oversee the auto enrolment process. All members were in favour.

CHAIRMAN'S
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16/213

Risk Management

The Committee considered and agreed the Risk Assessments for the Town Hall, Parks and Open Spaces, Finance and Administration.

16/214

Grants

Following the last F & GP Committee, £500 was left unallocated in the grants budget.

Applications have been received from:

Chapel-en-le-Frith Churches Together towards offsetting the hiring costs of the Annexe for Lent Lunches. The cost of the room hire is £144.00.

It was agreed that the cost of this be covered from the remaining £50 of the Chairmans grant allowance and £94 from the grant budget

Chapel Players towards providing new toilet facilities including a disabled toilet.

It was agreed that a grant of £400 be made.

A local Christmas festival to raise funds for Over 60's days out in 2016.

It was agreed that further information was required from the organiser of the festival before a decision could be made.

16/215

Public Contracts Regulations 2015

NALC have advised that in the NALC Model Standings Orders the Public Contracts Regulations 2006/5 are referenced and these have now been repealed by the Public Contracts Regulations 2015/102 on 28 February 2015.

It is recommended that adopted standing orders and financial regulations incorporate or at least refer to the requirements of the 2015 Regulations. All Members were in agreement.

16/216

Assistant Clerk Salary Review

CHAIRMAN'S
INITIALS



16/217

Local Councils Awards Scheme

The Clerk advised that it would not be possible to apply for the scheme until the new website was in place and members will consider the cost benefit at a future meeting.

16/218

Any Other Business

Councillor Morrison declared an interest in this item and left the room taking no part in the discussion.

The Full Council will be asked to consider becoming party to a Planning Appeal under Rule 6 at the next meeting.

The Committee agreed the following virements after consideration of the current budget position:

- £1,000 – Solar Light earmarked reserve – to legal fees
- £3,000 – Memorial Park paths earmarked reserve – to legal fees
- £3,000 – from general reserve – to legal fees.

There being no further business the Chairman declared the meeting closed at 11.55am.

CHAIRMAN

CHAIRMAN'S
INITIALS

JFB