

Minutes of the Special meeting of Hay Town Council held in the Council Chamber at 7.30 pm on 22nd March 2010

Present:

Cllr F Howard (FH) Cllr D Gittins (DG) Cllr N Birch (NB)
Cllr K Showler (KS) Cllr R Golesworthy (RG) Cllr P Lloyd (PL)
Cllr M Fellowes (MF) County & Town Cllr G Ratcliffe (GR)
Cllr S Like (SL) Cllr A Lloyd-Penny (ALP)

Apologies:

Cllr J Kramer(JK)

In Attendance: Nigel Lewis, Clerk to the Council

723. Declarations of Interest

PL – Community Enterprise CIC, Hay Parochial Church Council, Hay 2 Timbuktu Co Ltd

724. Town Crier

It was agreed that a presentation should take place at the Town Clock on Saturday 1st May 2010 at 2pm followed by a buffet reception in the Council offices. MF to make enquiries about a cut glass momento. NL to arrange a press release for the B&R. FH, MF and NL to meet to organise details.

It was agreed that Ken and Gill be nominated for a High Sheriff Award next year.

725. Timbuktu Groups and Relationship with the Council

There was concern that not all Timbuktu Groups were following the agreed reporting procedures to the Town Council. GR to arrange a meeting of all the Groups in May with a further meeting in November. These meetings to be held every year. It was confirmed that PL and ALP were the Council representatives.

726. Signpost Project

GR advised that there was approximately £3000 funding available via Powys CC for Tourism projects as long as bids were submitted by 31st March and the applicants found at least 20% of the project costs. He had started obtaining quotes and letters of support from local groups such as the Tourism Group, Tourist Information Bureau, Chamber of Commerce etc.

727. Minutes of the Finance sub-Committee

(a) Budget Update : NL advised that the overspend for 2009/10 was likely to be close to that identified in December, in the region of £6500. However this may increase depending upon the amount of rent in respect of the Annexe that is actually received in this financial year. Also the overspend would increase if the VAT refund in respect of 2007/08 and 2008/09 was not received in this financial year.

(b) Council Offices Update : NL advised that all the tenants with the exception of the Annexe tenant were paying the increased rents and he was due to meet with SG to discuss last years undercharge and the revised rate wef December 2009. A meeting had taken place with Geoff Petty, who had agreed that Powys CC would fund up to £10k of electrical repairs/improvements. It was agreed that the feasibility of installing electric meters in each room be investigated. GR advised that Geoff Petty had agreed to write off the invoice amounting to £2675.06 in respect of Office Cleaning from April 2008 – September 2008.

(c) Risk Assessment : The Risk assessment was reviewed and approved subject to the following additions/deletions/amendments: -

Council Offices	Loss of income due to Vacant offices	5	3	15	High	Advertise internet, notice boards, local newspapers/magazines as soon as aware of vacancy
	Failure to collect rent	5	2	10	Medium	Arrange payment in advance or Monthly Standing Orders
	Rent insufficient to meet Office costs	5	2	10	Medium	Review rent annually
	General repairs exceeding Budget	5	2	10	Medium	£1600 in Estimate for 2010/11. Monitor expenditure quarterly and review figure annually.
Health and Safety Risk Assessment	Failure to undertake H&S Risk assessments.	5	2	10	Medium	Clerk to arrange for individual tenants complete their own H&S risk assessments. Clerk to monitor

Fire Risk Assessment	Failure to undertake Fire Risk assessments.	5	2	10	Medium	Individual tenants complete their own Fire risk assessments. Clerk to monitor
Land owned by Council	Risk or damage to third party property or individuals	4	2	8	Medium	£5,000,000 Indemnity of Public Liability in place. Annual inspection
Playgrounds	Risk or damage to third party property or individuals	5	4	20	Very High	£5,000,000 Indemnity of Public Liability in place. 3 monthly Inspections. Annual Inspection by ROSPA.
	Loss/Damage to Equipment	5	2	10	Medium	3 monthly inspections. Regular general site maintenance carried out by contractors.
Disability Discrimination Issues	DELETE					

(copy filed with Signed Minutes)

(d) Asset Register : The Asset Register was reviewed and approved. (copy filed with Signed Minutes).

(e) Office Systems

(e1) Update : NL advised that all the financial systems had been reviewed and updated where necessary and all work identified in November had been completed with the exception of the VAT reclaim for 2007/08 and 2008/09 and the outstanding filing. It was expected that the VAT reclaim would be completed by 31st March 2010.

(e2) Authorisation of Additional hours worked by Clerk: A claim form for the additional hours worked by the Clerk totalling 37.5 in respect of reviewing and updating the office systems approved for payment by the Finance sub-C'tee was authorised.

(e3) Prioritising Workload :NL advised that the Council currently had approximately 10 different projects requiring action and that as it was not possible to progress all these simultaneously he needed the Council's views as to which should have priority. It was agreed that NL initially prioritise the projects and discuss at the Council meeting on 12th April 2010.

(f) Adopt-a-Bench Scheme : the payment of £300 towards future maintenance of the bench plus the cost of purchasing the engraved plaque was approved.

(g) Contracts of Employment

(g1) Revised Draft Contracts

Resolved: MB be issued a permanent contract and that the draft contracts be approved and issued to the staff.

(g2) MB – Salary Rate

Resolved : That the new contract with effect from 1st February 2010 identify that she be in accordance with Spinal Column Point 6 of the nationally agreed scales, the Full Time Equivalent annual salary rate being £12489 which is £6.491 per hour and that her salary be increased in line with increases for SCP 6 .

(g3) MB – Sick Pay

Resolved: To apply the entitlement with effect from the new contract and take no further action in relation to last years payments while she was on sick leave.

(g4) NL – Annual Increment

NL left the room for this agenda item.

Resolved : (1) that the annual increment due with effect from 1st April should not be withheld (2) that a further increment be awarded with effect from 1st April 2010 advancing the clerks' salary to SCP 20 of the scale. (3) that consideration be given in September to awarding a further increment with effect from 1st October 2010.

728. School Easter Eggs

It was agreed that the Council fund the School Easter Eggs amounting to £53.96.

729. Invitation to Chinese Government officials to visit Hay

It was agreed that the Council should invite the Officials from Tieling City to visit Hay. The invitation not to be before 10th May in order to allow sufficient time to organise. It was agreed that a sub-C'tee comprising FH, MF, SL, PL and ALP be set up to make the necessary arrangements.

730. Recycling Grants

(a) Screen at Hay – application declined

(b) Fair on the Square – application declined

(c) It was agreed that the current Recycling reserve amounting to £1977 be allocated as follows:

Refurbishment of Black Lion Green Play Area - £500

Refurbishment of Gipsy Castle Play Area - £500

Snr Citizens Christmas Party 2010 - £500

Town Criers Uniform - £477

731. Refurbishment of Play Areas

At a meeting with Leon Morelli, Hay & Dist Sports Assoc, it was proposed that the Association and the Council both pledge £2500 to the fund.

It was agreed that the Town Council pledge £2500, £1000 from the Recycling Grant Fund and the balance from reserves and money raised at the Christmas Lights and Vintage Car events.

732. Railway Line

SL expressed concern that vehicles were using the Railway Line and causing damage. It was agreed that the Council write to the Occupier at Warren Cottage pointing out that there is no right of way and that they would have to make good any damage. SL to provide details of Occupier's name.

Access would be prevented if the contractors, Freemantle Estates, had replaced the bollards as had been agreed. NL to write to request that the bollards be reinstated.

733. Car Parking Tickets

It was pointed out that parents are receiving parking when dropping their children off at school. GR to investigate.

733. Date of Next Meeting

Monday 12th April 2010.

There being no further business, the meeting was declared closed at 9:30pm

Signed



Date 12th April 2010