

Policy and Personnel Committee Meeting

Friday 17th July 2015 Pavilion 8.00 PM

Present: Matt Coppel, Hazel Jeffrey, David Zirker, Val Ranger (Chairman)

1. **Terms of reference:** look for other models for next meeting to recommend to full council.
2. **Declarations of Interest:** None
3. **Issues Raised:**

a. Cheques: The Finance Committee has recommended the following:

- There *will* be 4 signatories and any two can sign cheques subject to forms being completed at the bank. (HJ, DZ, CB and JC). Currently only the Chairman (HJ) and DA can sign. The Clerk is no longer a signatory.

In addition it was noted:

- that the cleaners of the toilet block and pavilion are paid by cheque
- PAYE for these employees. The PAYE is done by an accountant on behalf of the Council via the Clerk . The accountant is Lentell's and we pay £140 a year for this service.
- Bank statements – a second copy of the statements should come to the chair of Finance.
Action: Refer this recommendation back to the Finance Committee for their approval.

b. Membership of outside bodies on the Annual Parish Meeting Agenda. Other parish councils hold a list of these and are actively engaged in outside bodies. The Clerk is our representative on DALC. MC suggested the PC should a representative on the Airport group and the AONB group.

Action: Refer to full parish council.

c. Training sessions –Clerk to ensure parish councillors are invited to EDDC training in a timely manner.

d. DMC representation – Recommended: The PC should send a parish council representative, preferably someone who has not previously made a representation. The representation can be pulled out from the points already put forward.

Action: Refer to Parish council at the meeting on 29th July 2015.

e. Traffic sign VAS – a meeting has now been arranged for 28th July @ 2.00 pm. VAS group to Report back to PC on 29th July 2015

4. Bins at Playing field

VR raised this matter. EDDC will only empty bins at the roadside and will not enter the car park to retrieve the bin. DZ suggested 2 bins, one for recycling and one for incineration.

Action: DZ to look at improving the current system

(NB a complaint from a resident was published in the Sidmouth Herald on 19th July about this matter).

Action	FAO	Time frame
Ask for 2 nd copy of bank statement to go to Chair of Finance	Finance committee	At PC meeting of 29/07/15
DMC representations	Full PC	At PC meeting of 29/07/15
Address overflowing bins at playing field	DZ/VR/Clerk	By PC meeting of 29/07/15
Cutting of Webbers Meadow	Whole PC	At PC meeting of 29/07/15
Membership of outside organisations	Whole PC	At PC meeting of 29/07/15

For future consideration

- Raising of precept as suggested at EDDC Cabinet – refer to finance committee.
- Review Standing orders
- Webbers meadow -VR reported an incident, review usage, review grass cutting contract as the grass is long and has not been cut recently
- Record retention
- Grass verges
- Managing and levelling of graves

Part B – exclusion of the public.

Clerk's appraisal

Date of next meeting: Sept tbc