

# **REPORT OF THE ORGANISATION, METHODS AND PERSONNEL SUB-COMMITTEE**

The Sub-committee met at 7.30 pm on **Monday 27<sup>th</sup> January 2014** in Committee Room 1 at the Parish Hall, Great Baddow. Cllr Mrs J Sosin chaired the meeting.

Present: Cllrs Mrs J Sosin, Mrs C Shaw, A Sosin, Mrs D Ronaldson, K Ronaldson, Mrs M Miller, Mrs S Young and G Jarvis

In attendance: The Clerk of the Council

## **578/13 Apologies for Absence**

There were apologies for absence from Cllr T Miller, who had substituted Cllr Mrs M Miller.

## **579/13 Declaration of Interests**

There were no declarations of other Pecuniary Interests or Registerable Non Pecuniary Interests.

## **580/13 Public Question Time**

There were no members of the public present.

## **581/13 Minutes**

The minutes of the meeting held on 28<sup>th</sup> October 2013 had been agreed by the Finance and General Purposes Committee on 4<sup>th</sup> November 2013 and by the Council on 11<sup>th</sup> November 2013. The minutes were noted.

## **582/13 Clerk's Report**

There was no written report but the following matters were raised:

1. The matter of the monies left over from the May Fair was raised. Cllr Mrs C Shaw said that she had contacted the ex members of the May Fair several times but has heard nothing further from them.
2. The matter of the meter readings at the Council's properties was raised. The Clerk said that she needed to check with the new supplier because it looks as if they have used estimated readings. It was agreed that the Grounds Staff will read the meters at the Recreation Ground and the Handy man will read the meters at the Parish Hall and Bell Centre.
3. The matter of the biodegradable spray raised at the last meeting will be referred to the Grounds committee.
4. The matter of the staffing changes was raised. It was confirmed that the issue of fees was referred to the Finance and General Purposes committee and a staff/personnel business plan will be also be submitted as soon as possible.

## **583/13 Standing Orders**

The Clerk had circulated a copy of the amended new draft Standing Orders prior to the meeting. Comments made by the Clerk and by Cllr K Ronaldson were addressed and changes were agreed.

It was proposed by Cllr Mrs J Sosin and seconded by Cllr K Ronaldson that the draft Standing Orders, with the amendments made by the meeting, be recommend for acceptance by the Council. The Clerk also has to make an enquiry of the Monitoring Officer at Chelmsford City Council regarding an issue about the Code of Conduct.

**584/13 Project Planning**

The Clerk circulated an updated report to the meeting, which was discussed and noted.

**585/13 Business Continuity Plan/Business Risk Assessments**

It was confirmed that the Business Continuity Plan is still being drafted.

The Risk Assessment Working Party had met on 10<sup>th</sup> January 2014 and reviewed the Risk Register and the Action Plan. The Chairman thanked the Working Party for its report. It was proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin that the subcommittee recommends the acceptance of the Risk Register and Action Plan and the Review of Effectiveness of the Internal Audit to the full Council.

Cllr A Sosin told the meeting that he has received a copy of a document issued by CIPFA, which recommends the establishment of an Audit Committee. It was agreed that the document will be supplied to the Clerk and if appropriate, the matter will then be referred to a committee.

**586/13 Matters for Information**

- Cllr D Ronaldson asked whether any damage had been reported to Parish Council property, following the bad weather. The Clerk said that nothing had been reported.
- Cllr K Ronaldson reported to the meeting that the area at the entrance to the car park near the Groundsmens office had been flooded on Thursday. The Clerk said that she is talking to Dyno Rod and will keep councillors informed of any progress in the matter.

There being no further business, the meeting closed at 9.12 pm.

Chairman ..... Dated .....