

SAWSTON PARISH COUNCIL

MINUTES MEETING OF STAFF MANAGEMENT AND H & S COMMITTEE

31 March 2011

PRESENT: Chairman: E C Murray Clerk: Mrs J F Keeler

Councillors:

Dr D R Bard

Miss S E Clarke

Mrs S A Hatton

M J R Mallows

Office Staff

Mrs G A Pack

Groundstaff

Mr A R Poole

Mr R Hatfield

Mr A Wilson

1 APOLOGIES FOR ABSENCE

Apologies were received from Mr M Roughead and Mr M Francis.

2 DECLARATION OF INTEREST FOR THIS MEETING

None were declared.

3 MINUTES

The minutes of the meeting held on 26 November 2010 were read, confirmed and signed.

It was **PROPOSED** by Councillor Dr D R Bard and **SECONDED** by Councillor Mrs S A Hatton to **ACCEPT** these minutes.

VOTE: 5 FOR : (UNANIMOUS)

4 MATTERS ARISING – new information only

None

5 MANAGEMENT REPORT

It was **PROPOSED** by Councillor Mrs S A Hatton and **SECONDED** by Councillor Dr D R Bard to **ACCEPT** this report (see sheet attached to the signed minutes)

VOTE: 5 FOR : (UNANIMOUS)

6 CCC – WINTER GRITTING

CCC had given information to the Parish Council about winter gritting and the offer of providing the tools to enable the Parish Council to consider gritting designated footpaths in the village.

This was discussed at length with the ground staff but there were some concerns:

- Could put the Parish Council staff at risk
- Who covers the staff insurance
- How does it technically work – will the salt get stuck in the machine, is there cover for the machine in case it rains when spreading

- The Parish Council will get a call within 24 hours of having to spread the salt, what if they get a call 4pm on a Friday as the Parish Council staff do not work weekends

It was agreed to pass on the comments of the staff to Full Council.

7 MOBILE PHONES

It was reported that Mr A Wilson's work mobile phone was not working properly. The Clerk had contacted BT and a replacement phone supplied.

Mr A R Poole had asked if he would be able to have a new mobile phone with email and internet access. He explained that he gets a lot of emails from the football clubs regarding fixtures etc and he currently receives these on his home email and often at weekends. It was discussed and agreed Mr A R Poole should not be contacted outside of working hours, emails should be sent via the Clerk. This way the Clerk can pass copies of the emails onto Mr A R Poole and the Office will also have a copy. The Clerk will ring Mr A R Poole if there are any important emails that he needs to act on urgently. As there was an extra cost the Committee not to change the current contract.

8 COMMENTS FROM STAFF AND COUNCILLORS

Mr A R Poole had asked if he should have copies of the budget sheets but it was explained to him that this was not necessary as when he needed something urgently he should liaise with the Clerk and Chairman. For any other materials then quotations are needed and brought to the Council.

Mr A Wilson explained that he has completed his College work and even though he had chased the College several times he had still not received his paperwork. Clerk will contact the College

Mr A Wilson also wanted confirmation if the Ground Staff should be moving the tables in the Meeting Room on a Wednesday for the Senior Citizens Club. It was confirmed that this was a job that needed doing each week and the Ground Staff would be required to do this on a Wednesday morning at 8.30am when the Office is open. Mr A R Poole agreed he would be able to find a job for Mr A Wilson to do between 8-8.30 before coming to the Office.

Mr A R Poole explained he has a list of repairs that needed attention on the tractor which he had obtained quotes ranging around £3,000.00. The Chairman and Chairman of Cemetery had Sawston Motor Company look at the tractor and agreed that the oil leaks needed repairing but the other repairs suggested by Ben Burgess were not a necessity and did not make the tractor dangerous to drive. The chairman had instructed Sawston Motor Company to repair the oil leaks under Chairman's Actions. The other items will be taken to Full Council for approval.

Councillor M J R Mallows wanted to thank the Ground Staff for all their help at Spicers Pavilion with the turfing etc as it is looking very good.

The Ground Staff were asked to go back to using Mill Lane Pavilion as their base for tea and lunch breaks as the Clerk had received bookings for Spicers Pavilion during the day which would mean the kitchen and community room would be used and it would not be appropriate for the ground staff to be there at the same time.

Meeting closed at 11.00pm