

# WELLESBOURNE PARISH COUNCIL

The minutes of the Office and Staffing Committee of the Council meeting on Tuesday 27<sup>th</sup> September 2011 at 8.30 pm at the Parish Council Office, School Road, Wellesbourne



## Present:

Chairman: Cllr Johnston Cllrs: Grantham, Parton, Wright Clerk: Mrs Scriven

Mmembers of public: 0 Members of the press: 0

1. **Approval of Apologies for Absence** - Apologies were given and approved for Cllrs Mrs Bolton & Close

## 2. Declarations of Interest

Declarations of interest (personal or prejudicial) under the provisions of the LGA 2000, Parish Councils (Model Code of Conduct) Order 2001.

Cllr Mrs Bolton personal interest in the Village Hall as Buildings Trustee for the Village Hall

Cllr Close personal interest in connection with St Peters Church as a member of the church and a personal and prejudicial interest in Chedham's Yard as a Trustee

Cllr Grantham prejudicial interest in connection with Wellesbourne Conservative Club Ltd and a personal interest in all matters appertaining to Walton Estates.

Cllr Johnston personal interest as a County Councillor, in all matters regarding WCC, Hampton Lucy Grammar School Foundation as a member of the Board and Chedham's Yard as the husband of a Trustee.

Cllr Wright personal interest as a District Councillor and in connection with the CAB and the Methodist Hall

3. **Confirmation of the Order of the Agenda and identification of any items that might be resolved for confidential session** – Agenda accepted

4. **Confirmation of the minutes of the Office and Staffing Committee meeting of 19<sup>th</sup> July 2011** – it was noted that this meeting had been cancelled. The minutes of 18<sup>th</sup> January 2011 were accepted and signed as a true record.

5. **Matters arising** - none

6. **Open session for members of the public to raise any matters of relevance to the Parish and for any Cllr with a prejudicial interest in an item on the agenda to speak on that item.** None

## 7. Staffing Issues

- 7.1 Clerk return to work – Back at work full time and hospital/GP appts as necessary. The Clerk said it was nice to be back at her desk full time and with the exception of some expected fatigue and a little stress no other problems were reported.

- 7.2 Staff Training CiLCA – The Clerk felt that her portfolio would be completed within 3 months

- 7.2.1 Parish Council Quality Status Portfolio- The Clerk had asked WALC to provide the criteria for application of the portfolio. Bill Robinson was to look at the required policies and put together the information required.

## 8. Office Equipment

- 8.1 Office Telephone line – The Clerk explained the difficulties the Admin Officer had experienced with BT. She said that several countries had been involved in the conversations and there was a massive amount of paperwork relating to the complaints regarding the service and invoicing by BT. The Clerk intended, once the matter had been resolved with the connections and invoices, to send an official complaint about the lack of service to OFTEL.

## 9. Office policies

- 9.1 Draft Policy for Vexatious/Repeated Correspondence – Circulated to Cllrs prior to the meeting, the Clerk was to send to SDC Monitoring Officer Mr Nevin and his equivalent at WCC, Mr Carter. It was suggested that a criteria of how many times a request made equals vexatious.

Action: attach criteria (say 3x etc) and seek opinion as suggested.
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By Office
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**Date of next meeting: to be arranged**

There being no further business to discuss the meeting ended at 9.15pm

Chairman: Cllr Johnston..... Signed..... Date.....