SPRINGFIELD PARISH COUNCIL
MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING
HELD ON 14th FEBRUARY 2022 AT 6.30P.M.
SPRINGFIELD PARISH CENTRE

PRESENT S Byrne-Lagrue, C Garrett, M Girling, R Lee, Y Spence (Chairman) S Sullivan

In attendance: Deputy Clerk to the Council

43 APOLOGIES FOR ABSENCE - none

44 MINUTES OF THE COMMITTEE MEETING HELD ON 8th November 2021
RESOLVED: that the minutes of the meeting be approved and signed as a correct record.

45 DECLARATIONS OF INTEREST & DISPENSATIONS - none

46 CO-OPTION OF NON-COMMITTEE MEMBERS - none

47 QUESTIONS FROM MEMBERS OF THE PUBLIC & PRESS – none were in attendance.

48 RISK ASSESSMENTS

(a) Work Unit & Equipment – no significant risks to report.

(b) Parish Council Offices – no significant risks to report.

RESOLVED: the information is noted

49 FINANCIAL MATTERS

49.1 **Budget Report**
Members received the budget report for November 2021 – January 2022.

RESOLVED:
(a)that the information attached at Appendix A be noted

(b)members to be advised if funding had been received for loss of revenue, due to Covid, for 2021-2022

49.2 **Bank Balances & Investments**
Members received a statement of the Council's bank accounts and investments.

Current A/c	£ 50,000.00
Business Premium A/c	£ 227,948.02
CCLA	£ 312,504.88

49.3 CIL TAX
Members received a report on CIL Tax and the possible purchase of an outdoor Table Tennis Table

RESOLVED:
(a)that agreement to purchase an outdoor Table Tennis Table, to be located at Chelmer Village Green up to a maximum of £4000 for both the table and installation.

(b)SPC to contact CCC to consider the purchase of an outdoor Table Tennis Table, to be located at Boleyn Gardens

49.4 **Green Working Group**
With reference to E&L Meeting on 7th February (minute no 50.1). Members considered the need to set up an information only email for E&L Wilding and Environment projects.

RESOLVED: that members denied this.

49.5 **Changes in Financial Processes**
Members received a report on financial processes.

RESOLVED that:
(a)Direct debits will be set up for PHS Group

(b)Halfords store card will be set up with an agreed spending limit of £100.00 on permitted purchases

(c)Petty cash will be discontinued once depleted

49.6 **IT Equipment**
Members received a report and considered IT equipment, Back up and Remote working

RESOLVED that:
(a)Members to receive further advice on IT equipment:
i. Two further quotes to be requested for mobile phones

ii. Members to be advised on current phone functionality for Premises Manager and two Site Supervisors

(b)Members to receive further advice on Back up to the cloud:
i. clarity if further charges will be incurred after the initial purchase of data being stored in the cloud

ii. clarity if the current server can continue to be used alongside data being stored in the cloud.

(c)Members agreed in principle for two members of staff to have access to remote working and further information on costs and processes are to be reported back at a future meeting

49.7 **Employment Services**
RESOLVED that:
(a)the information be noted that Peninsula HR Services will continue to provide the Parish Council with employment services until March 2025.

(b)members will review HR Services as an agenda item in June 2024

50 POLICIES
RESOLVED: Members noted the up dated parish council policies as attached at Appendix B:
i. Audit Scope – effectiveness – internal risk
ii. Complaints Procedure
iii. Freedom of Information
iv. Training Intent

51 SUBSCRIPTIONS

RESOLVED that:
(a)it be noted the SLCC annual subscription has been paid

(b)the annual subscription in the sum of £12 be paid to Friends of Historic Essex for April 2022 – March 2023

52 INSURANCE
Members considered a quotation for revaluation purposes of the Parish Centre, at a cost of £400.00 plus VAT

RESOLVED:
(a)that TMA Chartered surveyors be appointed to carry out the revaluation of the Parish Centre

53 TRAINING
Members noted First Aid training has been booked for two staff members and consideration was given for the RFO-Deputy Clerk commencing the CiLCA qualification, at an approximate cost of £1,800.

RESOLVED that:
(a)training was agreed in principle for RFO-Deputy to commence the CiLCA qualification; and it was agreed the matter be referred to the Personnel Sub Committee to consider further;
(b) the remainder of the information be noted

54 PERSONNEL SUB COMMITTEE
Members received a copy of the minutes of the meeting held on 6th December 2021.

RESOLVED that: the information be noted

Cllr Y. Spence
Meeting closed at 7.25 pm.

Signed .... Date 6/6/22

Appendix A

Date: 03/02/2022
Time: 16:44:24

Springfield Parish Council
Budget Report

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From: Month 8, November 2021
To: Month 10, January 2022

Chart of Accounts: Finance and Policy Committee [PARTIAL]

	Period Actual	Period Ratio(%)	Period Budget	Period Variance	Year to Date Actual	Year to Date Ratio(%)	Year to Date Budget	Year to Date Varia
Income								
PA interest	0.00	0.00	0.00	0.00	11.31	0.20	0.00	11
CILA	24.01	72.74	0.00	24.01	77.69	1.38	0.00	77
Miscellaneous	0.00	0.00	0.00	0.00	5,500.00	97.99	0.00	5,500
Photocopy / post income	9.00	27.26	0.00	9.00	23.75	0.42	0.00	23
	33.01	100.00	0.00	33.01	5,612.75	100.00	0.00	5,612
Finance & Policy								
Handymen Unit - Water charge	108.85	329.75	0.00	(108.85)	302.22	5.38	170.00	(132.
Handymen - vehicle	350.00	1,060.28	0.00	(350.00)	3,800.32	67.71	1,900.00	(1,900.
Handymen - Workmen's unit - r	220.80	668.89	0.00	(220.80)	1,104.04	19.67	1,550.00	445
Handymen - Workmen's unit - e	363.38	1,100.82	0.00	(363.38)	835.84	14.89	400.00	(435.
Handymen - health and safety	0.00	0.00	0.00	0.00	46.67	0.83	150.00	103.
Handymen - bin hire	0.00	0.00	0.00	0.00	958.10	17.07	1,916.00	957.
Handymen - clothing and boots	163.95	496.67	0.00	(163.95)	539.27	9.61	400.00	(139.
Handymen - equipment	157.65	477.58	0.00	(157.65)	401.50	7.15	500.00	98.
Handymen - petrol	572.37	1,733.93	0.00	(572.37)	1,803.64	32.13	2,000.00	196.
Handymen - machinery mainten	106.93	323.93	0.00	(106.93)	124.23	2.21	300.00	175.
Handymen - general maintenan	135.72	411.15	0.00	(135.72)	450.67	8.03	150.00	(300.
Handymen - salaries	14,704.11	44,544.41	0.00	(14,704.11)	52,452.38	934.52	56,000.00	3,547.
Handymen petty cash	7.48	22.66	0.00	(7.48)	7.48	0.13	50.00	42.
Parish Council staff - salaries	31,846.05	96,473.95	0.00	(31,846.05)	104,850.03	1,868.07	140,000.00	35,149.
Internal Audit	0.00	0.00	0.00	0.00	186.25	3.32	400.00	213.
External audit	0.00	0.00	0.00	0.00	2,345.00	41.78	2,250.00	(95.
Donations GPC	0.00	0.00	0.00	0.00	500.00	8.91	500.00	0.
Courses & Training	160.00	484.70	0.00	(160.00)	515.00	9.18	1,000.00	485.
Postage	0.00	0.00	0.00	0.00	50.00	0.89	300.00	250.
Telephone	360.55	1,092.24	0.00	(360.55)	1,202.71	21.43	2,000.00	797.
Stationery	0.00	0.00	0.00	0.00	546.24	9.73	700.00	153.
Insurance	0.00	0.00	0.00	0.00	3,771.53	67.20	4,500.00	728.
Office furniture/equipment	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.
Photocopier	76.00	230.23	0.00	(76.00)	296.80	5.29	300.00	3.
Rates	441.60	1,337.78	0.00	(441.60)	2,208.07	39.34	3,100.00	891.
Bank charges	0.00	0.00	0.00	0.00	0.00	0.00	30.00	30.
Subscriptions	351.00	1,063.31	0.00	(351.00)	2,204.83	39.28	2,045.00	(159.8
[illegible]	296.86	899.30	0.00	(296.86)	559.37	9.97	1,200.00	640.
Publicity	289.74	877.73	0.00	(289.74)	835.51	14.89	2,000.00	1,164.
Professional fees	0.00	0.00	0.00	0.00	936.67	16.69	500.00	(436.6
Chairman's allowance	0.00	0.00	0.00	0.00	104.24	1.86	250.00	145.
Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.
Community Police	0.00	0.00	0.00	0.00	65.70	1.17	100.00	34.
Computers/technology	1,155.60	3,500.76	0.00	(1,155.60)	6,275.35	111.81	6,500.00	224.
Website	120.00	363.53	0.00	(120.00)	940.00	16.75	2,000.00	1,060.
Clerk's Petty cash	41.07	124.42	0.00	(41.07)	41.07	0.73	100.00	58.
Staff personnel	475.01	1,438.99	0.00	(475.01)	2,221.13	39.57	4,500.00	2,278.
Publicity & Advertising annual r	31.50	95.43	0.00	(31.50)	95.65	1.70	100.00	4.
	52,536.22	159,152.44	0.00	(52,536.22)	193,577.51	3,448.89	240,611.00	47,033.
Net Profit/(Loss):	(52,503.21)	(159,052.44)	0.00	(52,503.21)	(187,964.76)	(3,348.89)	(240,611.00)	52,646.

Springfield Parish Council

(reviewed by council February 2022)

Appendix 6i

Scope of Internal Audit work

Checking on and reporting to the Council on the adequacy of systems of control. Making recommendations where required.

Proper book-keeping	Receipts and payments books or computer records, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts
Financial regulations	Standing Orders and Financial Regulations Tenders Appropriate payment controls including acting within the legal framework with reference to council minutes Identifying VAT payments and reclamation Cheque books, paying in books and other relevant documents
Risk Assessment	Appropriate procedures in place for the activities of the council
Budgetary controls	Verifying the budgetary process with reference to council minutes and supporting documents.
Income controls	Precept and other income (where applicable), including credit control mechanisms
Petty Cash	Associated books and established system in place
Payroll controls	PAYE and NIC in place where necessary. Compliance with Inland Revenue procedures Records relating to contracts of employment
Asset control	Inspection of asset register and checks on existence of assets Cross checking on insurance cover and deeds (where applicable)
Bank Reconciliation	Regularly completed and cash books reconcile with bank statements
Year-end procedures	Appropriate accounting procedures are used and can be followed through from working papers to final documents Verifying sample payments and income Checking creditors and debtors where appropriate.

Independence and Competence

The Audit Commission expects the function of an Internal Auditor to be undertaken by a competent person who does not have any direct involvement in the Council's financial affairs. And who complies with guidance given in the Practitioners Guide of Governance & Accountability for Local Councils.

Heather Heelis is a Local Authority Financial Officers and qualified to Diploma level in Local Policy and is considered by both the Audit Commission and the Charity Commission, to fulfil the criteria relating to independence and competency tests, to act as Independent Internal auditor to Town and Parish Councils.

HEELIS&LODGE

Local Council Services Internal Audit

www.heelisandlodge.co.uk

Contact details : Tel: 07732 681125 Email: enquiries@heelisandlodge.co.uk

Heather Heelis Dip HE Local Policy PILCM

Lynne Lodge Dip HE Local Policy

SPRINGFIELD PARISH COUNCIL

INTERNAL FINANCIAL & RISK CONTROL

...ICATION	INTERNAL CONTROL	INTERNAL AUDIT
...assets		
...s & buildings owned by the	Maintain an up-to-date asset register. Regular maintenance arrangements are in place. An annual review of financial risk is carried out to determine adequacy of insurance cover.	Asset register will be viewed. Management of insurance cover review.
...& individuals ...party property or individuals ...services or amenities provided.	Regular maintenance arrangements will be in place Relevant insurance cover will be provided	Annual review of public liability insurance cover
...ership ...as a consequence of asset	Annual review of adequacy of insurance cover	Annual review of public liability insurance cover
...agency / partnership agreement ...authorities	Statement of management responsibility and regular scrutiny of performance. Reporting on performance by supplier / contractor	Evidence of insurance cover provided by supplier / contractor.
...of facilities / events for ...equipment for hire	Ensure correct maintenance of all facilities / goods Undertake risk assessment of event where required	Review adequacy of insurance cover
...transactions ...(theft or dishonesty)	written and computerised records for the receipt of cash / cheques are in place with staff using a double check system of counting cash and banking.	Review of accounting systems and insurances on a regular basis
	Petty cash sums are recaived and checked by two seperate staff members. Petty cash is stored in locked cash boxes and paid on presentation of expenditure evidence only andsigned for by employee.	
	Cash sums are receipted on computerised accounting system cash sums totalling £200 or over are banked within 2 working days	

server/ctlee/F&P/policies/audit risk plans/financial risk

...ICATION	INTERNAL CONTROL	INTERNAL AUDIT
	Adequate fidelity guarantee is in place	Reviewed annually
	Online Bank payments are entered onto external banking accounts (Barclays) by RFO	Two members of the Council check payments are correctly assigned to supplier account details. One member then log into banking to authorise payments
	Direct debit mandates are to be agreed at Finanace & Policy meetings and manually signed by two signatories	Invoices paid by direct debit are entered onto computerised accounting systems by different members staff Bank reconciliations of direct debit invoices are matched against bank statement by RFO Bank reconciliations checks will be untaken by various council members
	Regular reconciliations of PDQ receipts are taken and matched against bank statement.	Receipts and Payments are checked by separate employees
...ments	Regular bank reconciliations take place by the RFO and any anomaly investigated. Each bank statement once reconciled is scrutinised and signed by a member of the council to confirm its accuracy.	Bank reconciliation checks will be undertaken by various council members e.g no one member will consistently sign.
	Procurement cards are retained by the RFO and issued on request with a purchase order. A record of expenditure is maintained with spending evidence. Maximum spending limits shall be set.	Reporting to committee and monitoring of minutes
	Regular reports of bank reconciliations and financial investments are reported at the finance & policy committee meetings to permit authorisation of fund transfers or re-investment.	Monitoring of minutes to ensure compliance
	Maintain records of borrowing approval and statements of repayments made. Comply with restrictions on borrowing and seek guidance from the EALC/NALC if required.	Monitor council minutes for borrowing approval.
...& HMRC ...and Customs ...contributions	Ensure regular returns of contributions are made and if required appropriate training is given to those responsible for submitting the returns	Inspection of returns to ensure correct procedure being followed

server/ctlee/F&P/policies/audit risk plans/financial risk

...ICATION	INTERNAL CONTROL	INTERNAL AUDIT
...Financial Assets ...failure to adequately ...funding requirement ...year	To ensure that financial regulations and standing orders have detailed controls for setting budget requirements. Appropriately qualified staff are appointed to carry out those processes.	Monitoring of minutes
	Reporting to relevant council meetings will take place. Approval of minutes by councillors Checking of bank statements and associated payments	Monitoring of minutes
	Regular budget reporting to committee meetings	
	The Council presently hold the General Power of Competence S. 137 is not therefore used.	
...exercise their rights to ...documentation and	RFO to report annual accounts to members of the Council for approval and posting of appropriate notices to inform of audit and closure of audit.	Report from auditor at end of year will prove compliance
	Passwords are changed every six months or when a staff member leaves Ensure that all staff and members comply with the Council's Social Media Policy.	
	Internal Audit is carried out twice yearly by an independent competent person who provides a written report of their findings.	
...surance	Ensure all council assets are adequately insured.	Regular reviews of insurance policy schedules
	Ensure all tender processes are carried out in accordance with the Council's finanical regulations	Monitoring at discussion stage to ensure correct tender processes are agreed at committee meetings.
	Council has a privacy statement that all staff and councillors sign to state they will comply with the regulations. All documents are password protected through PC and available information in public places is limited to those in the public domain	Annual review

Expected Standard	Evidence of Achievement	Yes or No	If the answer is 'no', state the action to be taken
Scope of internal audit	Has the Council approved the Heelis & Lodge scope of audit work? Is the Council satisfied with what the internal audit work covers or do you require any additional work?		
Independence	Are Heelis & Lodge independent from the management of the council?		
Competence	Is the internal audit work carried out with integrity, objectivity and a good understanding of local council legislation and procedures? Are the internal auditors competent in their role?		
Relationships	Is the Clerk/RFO consulted on the internal audit plan and the scope of each audit? Is the Clerk/RFO and the internal auditor aware of their responsibilities in relation to internal control? *(Refer to your councils risk management policies e.g. risk assessments, Standing Orders and Financial Regulations)* Do councillors understand their responsibilities for financial management? *(It is the council as a whole who are responsible for ensuring financial management is adequate and effective and that it has a sound system of internal control for all the activities and services that they undertake and provide, which includes arrangements for the management of risk.- Governance and Accountability for Local Councils: A Practitioners' Guide 2017)*		
Audit Planning and reporting	Does this audit plan take account of all the risks facing the council? Has this audit plan been approved by the council? (via recommendation from the Finance & Policy Committee) Have you received an internal audit report following each audit?		

Date of approval by Council: 14th Feb 2022 (F+P)
28 Feb 2022 (full council)

Reviewed by Council
February 2022

Appendix B ii

Springfield Parish Council
Complaints Procedure

[Th]is Procedure sets out how you make a complaint against the council about its operations and procedures [an]d how we will try to resolve it. This Complaints Procedure does not apply to:

A complaint by one council employee against another, or between a council employee and the council as [the]ir employer. These matters are dealt with under the council's disciplinary and grievance procedures.

Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council [an]d should be reported to the Monitoring Officer of Chelmsford City Council who will decide if further action is [ne]cessary.

[H]ow to Complain

In the first instance you should make your complaint to the Clerk to the Council. If a complaint is made orally to the Clerk and the complaint cannot be settled at that time the complainant shall be asked to submit their complaint in writing and state whether they wish the complaint to be treated confidentially. The Council will safeguard against unlawful disclosure of personal data.

If the complainant indicates that they do not wish to correspond with the Clerk to the Council they shall be advised to write to the Chairman of the Council, Springfield Parish Centre, St. Augustine's Way, CM1 6GX.

On receipt of a written complaint the Clerk or Chairman to the Council, as the case may be, shall acknowledge the complaint and try to settle the complaint via written communication with the complainant.

Acknowledgement of written complaints will be made within three weeks of receipt, at which time the complainant will be advised of the timetable in which the matter will be dealt with.

The complainant shall be advised whether they are permitted to make a verbal representation about their complaint.

If the complaint is against a person(s) *that person* shall be afforded the opportunity to respond.

If a complaint against the Council has been received and disposed of by either the Clerk to the Council or the Chairman this will be reported at the next scheduled meeting of the council.

If a complaint cannot be resolved by the Chairman or the Clerk the complaint shall be submitted to the next meeting of the Council and the complainant informed of the date upon which their complaint will be discussed.

The Council shall, at their meeting, consider whether any complaint is to be discussed with the exclusion of the press and public however, the decision of the council shall be made public.

As soon as practicable after a decision has been reached the complainant will be informed, in writing, of the Councils decision.

If it appears to the Council, after a complaint has been investigated, that the complainant is making trivial, vexatious, repetitive, or frivolous claims it shall resolve that no further correspondence is to be entered into.

V.2 updated Sept 2015
Server/cttee/F&P/Policies Reviewed Sept 2017 & Sept 2018 & Nov 2018 & Nov 19
V.3 Reviewed Feb 2021
V.3 Reviewed Feb 2022

[Ver]d Review Feb 2023

Appendix B iii

SPRINGFIELD PARISH COUNCIL

FREEDOM OF INFORMATION ACT
Publication Scheme

Next review Feb 2023

Server/policies/ FOI
Information publication V.2 2016
Reviewed Feb 2018
Reviewed Feb 2019 and amended
V.3 Reviewed Feb 20 and amended
V.3 2021
V.3 2022

· Under the Freedom of Information Act 2000 every public authority is required to adopt and maintain a Publication Scheme. Springfield Parish Council has adopted the Model Scheme approved by the Information Commissioner.

This publication scheme commits the authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below.

1. Who we are and what we do;
Organisational information, structure, locations, contacts, constitutional and legal governance

2. What we spend and how we spend it;
Financial information about projected and actual income and expenditure, tendering, procurement and contracts

3. What our priorities are;
Strategies and performance information, plans, assessments, inspections and reviews

4. How we make decisions;
Decision making processes policy proposals and decisions, internal criteria, procedures and consultations

5. Our policies and procedures;
Current written protocols for delivering our services and responsibilities

6. Lists and registers;
Information held in registers required by law and other lists and registers relating to the functions of the authority

7. Services provided by the Council;
What we manage, guidance, booklets, leaflets, transactions and media releases.

How people obtain information included in the scheme.

The parish council will make as much information as possible available on their website. Where the information is not available on the website a hard copy may be requested from the Clerk to the Council at Springfield Parish Council offices.

What charges are made for Information published under this scheme?

The purpose of this scheme is to make information readily available at minimum inconvenience and cost to the public. Material which is published and accessed on the website will be provided free of charge.

Charges may be made for actual disbursements incurred for hard copies of information such as:

- photocopying
- postage and packaging
- any costs directly incurred as a result of viewing information; an appointment to view the information will be arranged within a reasonable timescale.
- Information will be provided in the language in which it is held.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing. Its provision will be considered in accordance with the Freedom of Information Act.

Exempt Information from the scheme

Organisations covered by the FOI Act are entitled to withhold information, when appropriate an exemption can be applied. The list of exemptions can be viewed on the Information Commissioners website at www.ico.org.uk

Who is responsible for the Scheme?

If you are not satisfied with the way that the Council deals with your request you should write to:

The Clerk to the Council,
Parish Centre,
St. Augustine's Way,
Springfield CM1 6GX

The Information Commission is responsible for enforcing the operation of the Scheme. In the case of failure to deliver information through the scheme you may also complain to:

Information Commissioners Office,
Wycliffe House, Water Lane,

review Feb 2023

Wilmslow,
Cheshire SK9 5AF

This list details the main functions and governance procedures used by Springfield Parish Council. It is not an exhaustive list and contact should be made with the Clerk to the Council if you are unable to find any information you require.

1 Who we are and what we do

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Councillors 15 Members are elected for a four year term and manage the council, through appropriate government legislation.	**Parish Council website** www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage
Standing Orders A set of rules govern the parish councils day – to – day management	**Parish Council website** www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage
Code of Conduct Members of the Council are governed by a Code of Conduct. This code includes interests of councillors.	**Parish Council website** www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage
Staff The Council employs a number of officers to execute its business.	**Parish Council website** www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage

2 What we spend and how we spend it

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Financial Regulations A set of rules that governs how the council spend their money	**Parish Council website** www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage
Budget Spending Councillors set budget requirements annually and issue a precept request. A clear record of council spending is recorded in the minutes of council meetings. A schedule of all spending is provided at each full council meeting.	**Parish Council website** www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage
Annual Accounts Each year a set of accounts is prepared and audited by an external auditor. The accounts are made available to the public.	**Parish Council website** www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage

3 **Our Priorities**

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Strategy, Governance & Engagement Document details the council's future plans.	**Parish Council website** www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage

Next review Feb 2023

Server/policies/ FOI
Information publication V.2 2016
Reviewed Feb 2018
Reviewed Feb 2019 and amended
V.3 Reviewed Feb 20 and amended
V.3 2021
V.3 2022

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Council Meetings A committee structure is in place to allow the Council to make informed decisions. Each committee meets regularly and decisions reached can be found in the minutes of those meetings.	**Parish Council website** www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage
Meeting schedules These are planned in advance and agenda papers for each meeting is made available 3 days prior to the meeting.	**Parish Council website** www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage
Consultations These are planned on a 'need' basis	**Parish Council website** www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage
	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage
	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage
	Parish Council website www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage

5 Policies & Procedures

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Policies & Procedures The Council has a set of policies that govern internal and external procedures that are reviewed annually.	Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage

6 Lists & Registers

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
The Council maintains personal detailed information for certain services it provides e.g. allotment site tenants.		Free 5 pence per sheet of paper + 2nd class postage
Assets The Council maintains registers for all its assets	**Parish Council website** www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage
Planning The Council retains a list of all planning applications it is consulted on.	**Parish Council website** www.springfield-pc.gov.uk www.chelmsford.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage
Councillors Register of Interest is maintained.	**Parish Council website** www.springfield-pc.gov.uk Hard copy detail	Free 5 pence per sheet of paper + 2nd class postage

7 Services we Offer

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Community Buildings Springfield Parish Centre Chelmers Village Hall (charity)	**Parish Council website** www.springfield-pc.gov.uk **Hard copy detail**	Free 5 pence per sheet of paper + 2nd class postage
Community Events e.g. Fundays, Pantomimes, consultation exercises, gardening project	**Parish Council website** www.springfield-pc.gov.uk **Hard copy detail**	Free 5 pence per sheet of paper + 2nd class postage
Annual Meeting Held each year for our residents **Newsletters** Published quarterly	**Parish Council website** www.springfield-pc.gov.uk **Hard copy detail**	Free 5 pence per sheet of paper + 2nd class postage
Annual Report A written summary of the Council's work during any one year.	**Parish Council website** www.springfield-pc.gov.uk **Hard copy detail**	Free 5 pence per sheet of paper + 2nd class postage
Asset Maintenance Maintenance of community items e.g. allotment site, bus shelters, seats, village green.	**Parish Council website** www.springfield-pc.gov.uk **Hard copy detail**	Free 5 pence per sheet of paper + 2nd class postage

Contact details: Springfield Parish Council

Clerk to the Council,
Springfield Parish Centre,
St. Augustine's Way CM1 6GX
Telephone 01245 466313

clerk@springfield-pc.gov.uk

Server/policies/ FOI
Information publication V.2 2016
Reviewed Feb 2018
Reviewed Feb 2019 and amended
V.3 Reviewed Feb 20 and amended
V.3 2021
V.3 2022

Next review Feb 2023

Appendix IV

SPRINGFIELD PARISH COUNCIL
STATEMENT OF INTENT FOR TRAINING

Introduction and Commitment	Springfield Parish Council is committed to maintaining high standards and meeting the requirements of the Quality Parish Council (local council) scheme. The provision of training is considered a valuable commodity in maintaining the standard and the Council is therefore committed to providing relevant funding and training to achieve this objective.
Training Need	Each member and employee will be informed that appropriate training can be made available to them. The Council will, as an employer, recognise and support employees and support members in their personal development. The Council will support the requirement of each individual in accordance with the council's equal opportunities statement.
Identifying Training Needs	An employee's training need will be identified through their annual appraisal. However, should the need arise due to the introduction of new equipment, mutual discussion, or if the council as a body identify a need this will also be supported. Any specialist knowledge training due to changes in legislation through the year will also be supported. The Clerk to the Council will be appropriately qualified and the council will support the training needs of their Clerk to obtain (or maintain) the recognised qualification e.g. CiLCA or University of Gloucestershire - Local Policy. Members training needs will be addressed at council meetings with appropriate courses being brought to their attention through agenda items for discussion. A new chairman will be expected to undergo appropriate training in chairmanship skills and all new members in roles and responsibilities. If it is identified that the Council as a body would benefit from training in a specific subject, for example Power of Well Being, investigation will be undertaken into sourcing that training. Training will be sourced through any organisation that meets the needs of the Council or individual. Examples of training providers: o Essex Association of Local Councils o St. John Ambulance o Chelmsford City Council o ACAS (Employment matters) o Voluntary Sector o Society of Local Council Clerks

Reviewed Feb 2018
Reviewed - Feb 2019
Reviewed – No change Feb 2020
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	o National Association of Local Councils
Resourcing	Each year the council will, at the time of setting their precept, include sufficient funds to permit adequate training courses for their members and staff to ensure that they are suitably qualified in all aspects of their work and to carry out the duties of a Quality Council. The council will also make certain that adequate finances are available for the purchase of relevant literature. Should opportunities arise to source funding from alternative organizations for training these will be applied for e.g. Learning Skills Council.
Measuring the Impact	Each individual who attends a training course will be asked to complete a questionnaire to enable feedback and comment on the quality, value and learning experience of the course and how it will assist them in their day to day duties. Impact will also be measured through successes such as: o Well chaired council meetings o Well managed projects o Well managed finances o Professional conduct of staff and members
Support and Review	The council will support the purchase of relevant journals and publications, to enable the council and its employees to remain up-to-date and informed of current development and legislation. Information and newsletters from local authorities such as Chelmsford City Council and Essex County Council will also be acquired allowing relevant and up-to-date information to be available. Council will support affiliation to 'parent' bodies who provide information and training, such as the National Association of Local Councils, the Essex Association of Local Councils, Association of Chelmsford Parish Councils and the Society of Local Council Clerks (on behalf of the Clerk). This document will be reviewed annually by the Parish Council's Finance & Policy Committee.

Reviewed Feb 2018
Reviewed - Feb 2019
Reviewed – No change Feb 2020
Next Review Feb 2021
Reviewed – No change Feb 2022

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON 16TH FEBRUARY 2022

In attendance: Cllr G. Brazendale, A. Potts and Y. Spence (Chairman)
Clerk to the Council.

16 APOLOGIES FOR ABSENCE - there were none.

17 MINUTES OF THE PREVIOUS MEETING – held on 6th December 2021

RESOLVED: that the minutes of the meeting be signed as a correct record.

18 EXCLUSION OF PRESS & PUBLIC

RESOLVED: that in accordance with the admission to meetings act 1960, members of the public and press were excluded from the following items of business due to their confidential nature.

19 SALARY GRADE

Members were advised of the impending national pay scale increases that had been postponed from 1st April 2021, it was expected these would be 1.75% and backdated.

RESOLVED: that (a) salary grades of staff would not be reviewed at this time;

(b) a one-off ex-gratia payment was agreed.

20 EMPLOYMENT UPDATE

- Recruitment
- Staff Training
- Staff volunteering for role during working hours.

RESOLVED: that (a) the resignation of the Premises & Facilities Manager (EE) was noted;

(b) the recruitment process would commence immediately with an advertisement placed on Indeed, local noticeboards, through the EALC and at the Parish Centre;

(c) further to minute 53 of the Finance & Policy meeting on 14th February, the RFO/Deputy Clerk (KW) be permitted to commence her CiLCA training when courses become available, the Council will fund the training and registration fees, a diminishing repayment proviso would be imposed to retain the employee for three years;

(d) a verbal request made by an employee to undertake unpaid days away from work to fulfil a volunteer role was declined for the present time.

Cllr Y. Spence, Chairman closed the meeting at 11.50p.m.

Signed.. Date 30/8/22