

REPORT ON: Requests for information from the public

WRITTEN BY: Sarah Weir

MEETING DATE: 10 September 2019

AGENDA ITEM: 145/19

OPC has received the following request for information from the public since the last meeting:

1. Received: 12 August 2019

Please provide copies of Appendix 1 and 2 of 98/19.

Please advise if the Council proposes to publish the documents at Appendix 1 and Appendix 2 of 98/19? If so why, when immediately following the meeting the indication I received indicated that at least one councillor recognised the wisdom of not doing so. (I have copied just those councillors who were present at that meeting).

When replying please provide a copy of your email to current councillors (at 85/19) where you saw fit to remind councillors of the 'history' of the work of the pre-May 2019 amenity committee on this matter, which should of course have been made public. The purpose of the request is, first, to establish whether in submitting your advice you also advised all councillors of the total expenditure incurred by the council to date of taxpayer funds on the boundary issue, and secondly that the previously constituted amenity committee exceeded its authorised expenditure authority on the matter. Clearly very pertinent points which should be before the full council for agenda item 122/19. If your email has already been published please advise where it can be found on the OPC website.

FULL COUNCIL						
2019/20						
Date of meeting	Agenda ref no	Clr to action	Details	Status		
May-19	04/19	MIK	Sign Declaration of Acceptance of Office	Closed		
			Consider if you wish to join the NH MG. Details needed of members of the public to be appointed for next meeting			
	12/19	All		Closed		
	16/19	AM, KB, RC	Complete bank forms when ready	Closed		
	18/19	RC, DS	Finish payment process	Closed		
	21/19	DS	Flood Forum meeting 20/5	closed		
	21/19	KB	InOdiham meeting 5/6	Closed		
	21/19	WM	Hart Youth Forum meeting 21/6	Mting rearranged		
	23/19	RC	Invoice for Parish News	Completed		
	31/19	All	Advise EO of concerns over persistent, vexatious and unreasonable behaviour policy	Closed		
	38/19	AM, JR	Look at dates for next HDAPTC meeting	Closed		
	39/19	All	Think about queries on budget to ask EO	on-going		
	44/19	AM, DS	Arrange meeting with Mildmay residents re land issue	Completed		
	45/19	JR, PV, KB if needed	Arrange meeting with family re headstone	Completed		
Jun-19	48/19	KB	Send copy of DPI form to EO urgently	Completed		
	56/19	AM, DS	Finish payment process	Completed		
	70/19	AM, RC, DS	Report back to council after next meeting with Mildmay	Completed		
	73/19	WM, CS, DS, PV	Attend RES meeting on behalf of OPC when scheduled			
Jul-19	82/19	DS, RC	Finish payment process	Completed		
	83/19	AM, JR, DC, PV, KB, SW, RC	Standing order WP meeting			
	87/19	AM, JR, DS, PV, WM, KB	Strategy WP meeting	Completed		
Aug-19	109/19	RC, DS	Finish payment process			
	118/19	AM	Attend North Warnborough Village hall meeting on 25 Sept			
	122/19	RC, AM, DS	Collect information re the boundary agreement - report back to full council			
	124/19	AM, JR	Attend the HDAPTC meeting on 8 Oct			
	125/19	PV, JC, WM	Carry out research to progress this further, reporting back to either full council or the appropriate committee			

REPORT ON: Worry-Free Business Security

WRITTEN BY: Sarah Weir

MEETING DATE: 10 September 2019

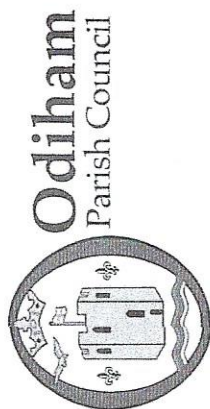
AGENDA ITEM: 148/19

OPC's Worry-Free Business Security needs to be renewed by 14/10/19.

The quote from the supplier which maintains the cost of last year, meaning the renewal will be £72.00 plus VAT to cover the 6 licenses for another year.

Note - Trend are offering discounts if OPC want to renew for a longer period with 5% being offered for 2 years and 10% for 3 years.

The council needs to confirm the renewal period.



RISK ASSESSEMENT FORM

Area: Public toilets – King Street
Assessment date: August 2019
Review date: August 2023

HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	OUR FUTURE CONTROLS	RISK LEVEL	TARGET DATE & BY WHOM
Trip hazards - Slips, trips and falls	Employees / public	<ul style="list-style-type: none"> Floors cleaned regularly. All cleaning equipment stored in a locked cupboard. Visual inspection carried out daily by the cleaners. Any defects reported to the parish office to deal with. 		Low	
Electrical equipment - Electric shock and fire	Employees / public	<ul style="list-style-type: none"> Electrics all upgraded during refurbishment in May 2019. All electrics tested annually by a registered electrician. Any works required carried out by competent workers. See fire below. 		Medium	EO to obtain Electrical Certification and keep on file.
Building condition	Employees / public	<ul style="list-style-type: none"> Toilets refurbished in May 2019. Formal defect reporting system in place and rapid response to defects. Adequate lighting (internal and external). Following an asbestos survey in 2017, nothing was found in this 		Low	

Fire	Employees / public	building. <ul style="list-style-type: none"> Exits kept clear at all times. No smoking policy in the building. 			
Scalding from water	Employees / public	<ul style="list-style-type: none"> Water temperature to be checked monthly. Caution notice above taps. 		Low	
Chemicals - burns	Employees / public	<ul style="list-style-type: none"> All chemicals kept in a locked cupboard. Contract cleaners trained in the use of chemicals. 		Low	
Access to building -straight onto road	Employees / public / contractors		<ul style="list-style-type: none"> Warning notice to be placed by access doors. 	Medium	

Assessor's signature:
Date: 20 August 2019

Staffing Committee Terms of Reference

1. The Staffing Committee is constituted to ensure that the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.
2. The Staffing Committee holds delegated authority from Odiham Parish Council as defined under item 3 (d) of the Council's Standing Orders.
3. Membership of the Staffing Committee is at least 3 and no more than 5 Cllrs appointed at the Annual Meeting of Odiham Parish Council. Adjustments to membership may be made at meetings of Full Council where necessary.
4. The Council will appoint a Chair of the Staffing Committee at the Annual Meeting of the Council.
5. All members must attend HALC's course "The Council as an Employer" at the earliest opportunity or evidence recent completion of other industry-appropriate employment training.
6. The Committee will be quorate in accordance with Standing Order 1 (w). There will be at least two meetings held each year; one to review salaries for staff prior to budget setting and one to appoint a member (with the Chair) to carry out the Clerk's appraisals. Other meetings will be called by the Chair as and when required.
7. All business of the Committee shall be conducted in closed session and shall remain confidential, other than to members of the full Council, who will also respect the confidential nature of such information.
8. Notes of meetings will be taken by an appointed person and such notes shall be presented to full council in closed session where appropriate and approved at the next meeting of the Committee.
9. The Staffing Committee will be responsible for:
 - a) Management of the Clerk, to include:-
 - i. authorisation of sick leave, annual leave, and additional hours in advance on a monthly basis – to be managed via email as required
 - ii. the discussion of sensitive matters such as informal grievances and disciplinary matters.
 - iii. making recommendations on decisions relating to recruitment or termination of the Clerk's employment contract to Full Council
 - b) The appointment of a Councillor to take responsibility for day to day line management of the Clerk (Proper Officer/RFO) including the responsibilities set out in 9a (i) and (ii).
 - c) Recruiting staff (in consultation with the Clerk for all roles except the role of the Clerk).
 - d) Appointing a recruitment panel when necessary for the recruitment of all staff. Recruitment panels will normally include at least three members plus the Clerk except where the appointment is for a new Clerk (Proper Officer/RFO). A panel may include a co-opted specialist.
 - e) Carrying out recruitment to provide a recommended candidate for approval by Full Council for the appointment of a Clerk (Proper Officer/RFO).
 - f) Monitoring the probationary period of a new Clerk (Proper Officer/RFO).
 - g) Conducting the assessment after completion of the probationary period of a new Clerk (Proper Officer/RFO).

- h) Determining terms and conditions of employment for all staff, in consultation with the Clerk (Proper Officer/RFO) except where the post is Clerk (Proper Officer/RFO).
- i) Appointing a member to carry out the Clerk (Proper Officer/RFO)'s appraisals with the Chairman and providing a report to Full Council.
- j) Recommending salary reviews and conditions of service of existing employees to full council prior to budget setting, giving due regard to staff development and NALC guidelines.
- k) Recommending to full council each year the necessary programme and budget for staff training after consideration of staff training needs in consultation with the Clerk (Proper Officer/RFO).
- l) Approval of the programme of training and expenditure for staff training within the agreed budget.
- m) Reviewing staff policies and procedures, taking into account Employment Law, Health and Safety Law and conditions of service as recommended by HALC.
- n) Reviewing staff pension arrangements and making recommendations to Full Council.
- o) Ensuring that the Clerk (Proper Officer/RFO) has everything required for managing other staff and offering support when required.
- p) Dealing with any staff grievances and disciplinary matters in accordance with the Council's Grievance and Disciplinary Procedure.
- q) Working to determine the staffing levels necessary to efficiently discharge the work required by the council, reviewing the workloads periodically with the Clerk (Proper Officer/RFO) and making any necessary recommendations in respect thereof to the full council.
- r) Working with the Clerk (Proper Officer/RFO) to ensure that the working practices of the Council are as efficient as possible and use the most appropriate tools.
- s) Managing long term sickness and incidents at work with the Clerk (Proper Officer/RFO).
- t) Being aware of sources of expert advice on employment matters and ensuring that the council uses such sources when there is any doubt about good employment practice.
- u) Managing any issues referred to the committee by the Full Council.

These Terms of Reference for the Staffing Committee shall be reviewed annually at the Annual Meeting of Odiham Parish Council.

June 2019

Community Committee					
2019/20					
Date of meeting	Agenda ref no	Clr to action	Details		Status
2019/20					
Jun-19	06/19	PV, KB	AFD working party meetings if any		Closed
	07/19	AM	Talk to RAF re delivering scrolls and tankards direct to base		Completed
	07/19	MIK	Talk to RAF re transport re putting stage away in chapel		Closed
	10/19	KB, PV	Attend Spooktacula WP meetings with Lions		
Aug-19	21/19	All	review 5 year plan and think of ideas ready for next meeting		

REPORT ON: Autumn newsletter

WRITTEN BY: Sarah Weir

MEETING DATE: 10 September 2019

AGENDA ITEM: Community 31/19

The autumn newsletter is usually sent out in time to advertise the Spooktacula, which this year will be held on 26 October 2019.

There is a budget of £4600 for this financial year, minus the cost of the spring newsletter which was £1966.

Historically, the committee have suggested topics for articles, which have been written by Chairs of committees. The Admin Officer adds the articles to the newsletter template for this committee to approve. Previous newsletters are on the website.

The printer usually requires 2 weeks from receipt of the PDF to delivery of the finished product to the post office. The office requires at least a week to input the articles and time to proof read the newsletter.

REPORT ON: Tree of light

WRITTEN BY: Sarah Weir

MEETING DATE: 10 September 2019

AGENDA ITEM: Community 32/19

OPC has agreed to support the Tree of Light initiative from the Lions, by allowing the use of the tree that OPC purchases and installs outside of The Frame.

The Lions would like to start planning the dedication of the Tree of Light and recommends it happens before the Extravaganza on 30 November. The proposed dates are 27, 28 or 29 November at either 6.30 or 7pm, with the Chairman attending and lighting the tree.

Once the date is confirmed, the Lions will make arrangements with the vicar and musicians to accompany the carols at the dedication service.

Summary of the project is as follows:-

1. Invite the public to sponsor a light in memory of a loved one or cause.
2. Any money raised will go back into the community.
3. Hold a dedication service to light the tree, inviting those who have sponsored to attend.
4. The service will be a maximum of 15/20 minutes and will consist of a welcome by Hook & Odiham Lions, two carols, a dedication of the tree and a moment of silence for those attending to reflect their loss.

OPC needs to agree on the date of the dedication, order the tree and arrange for its installation (the Lions may be able to assist with installation).

REPORT ON: Meeting with organisers of Spooktacula event
WRITTEN BY: Pam Verdon
MEETING DATE: 10th September 2019
AGENDA ITEM: 34/19

Spooktacula Meeting held on 22nd August 2019

PRESENT: Seven members of Hook & Odiham Lions Club, Cllrs Pam Verdon and Kathryn Ball

Conclusions:

The following have been hired:

Illusion Fireworks, First Response Medics, PA – Music and Commentary.

Agreement reached with Buryfields School to fire fireworks from their playing fields.

Still to do:

Agree show details appearing on ticket

1. Prices **Agreed as per last year.**
2. Pumpkin Carving Competition; do we have one? **Cllr Verdon will investigate and reply by 12 September**
3. Programme timings **Depends on item 2**
4. Sponsors and positioning on ticket. **OK**
5. Reverse side of ticket **OK but more minor sponsors required.**

Agree Poster details

1. Sponsor **OK**
2. Ticket sales outlets in Odiham and Hook. **OK. Agreed as per poster**

Field Access

A few branches across Beacon Field lane/track have grown to the extent that some stalls vehicles will have difficulty traversing the track. Can these be cut to permit 14 feet clearance? **Cllrs Verdon and Ball will action this.**

Stalls

1. Food outlets agreed – some paid, one sent a booking form for payments. Entertainments agreed subject to field access. **Not now agreed. Difficulties, being actioned by Terry**
2. Beer stall by the Bowls Club. **OK – they will provide the TENs licence.**

Sponsors

1. 3 main Sponsors agreed
2. Additional minor sponsors sought.
3. Cut off date for sponsors is 12 September so tickets can be printed.

Show Layout (proposed)

1. Move the PA and stage to beside Bowls Club beer stall. This will face the firework launch position.
2. 2 Pay desks; from Buryfields to remain the same. Opposite pay desk to be just inside Beacon Field to permit pedestrians to access/movement from the footpaths across the field to the tennis court footpath. Continuous fencing to be erected between Janaway's field and Beacon Field except to access Pay desk. **Further detail on this at the next meeting**

Manpower: The show layout requires less manpower than previous years.

AOB:

More signage to Beacons Fields suggested.

OPC will liaise with RAF Odiham re NOTAM,

FOC Tickets to be given to the council.

Move Lions logo on Poster and enlarge.

Next Meeting Date 26 Sept Thursday at The Bell, Odiham, 7.30pm

Lengthman's projects - 2019/20			NOTES
		New ideas for 2019/20	
1		Spraying/removal of nettles on footpath by field at the rear of the tennis courts	
2		Clearance of weeds on the footpath at top of Dunleys Hill down for approx. 200m	
3		Removal of leaves Oct/Nov along High Street and Dunleys Hill	
4		Strimming of overgrown grass around the dragon teeth at Broad Oak before track begins	
5		Clearance work of Lovelane footpath	
6		Clearance works to FP 31 from the Rec to Alton Road	
7		Grass cutting alongside the FP on The Firs	
8		FP31 between Alton Road and the rec at the back of Crownfields	
9		FP between Mayhill and Buryfields alongside the churchyard as you look to the left of the church	
10		Cleaning of street signs	
11		Clearance of vegetation around the street signs in North Warnborough. Deptford Lane area mainly if not completed by Highways.	
12		Clearance of FP 7 between Laurel Close and Bufton Field and Robert Mays.	
		Last years outstanding ideas	
5 - problem solved			This needs looking at as not clear where exactly this is
8		Footpath between Reyntiens View and Seymour Place - look at the muddy areas and provide a solution. Clearance of nettles on the footpath that leads to the cricket club alongside Buryfields school	
10 - leave		Installation of the grasscrete on the hill from the recreation ground to the car park (near Leapfrogs) which the play area contractor has agreed to leave on site	Grasscrete wasn't available on last visit. Grass create has now been stolen.
14		Basic clearance of footpath 71	
16		Hammer in the aluminium strips into the post and rail fence at Priors Corner and the Peace Garden	
17		General tidy up outside the Crown PH	

Amenity Committee						
2019/20						
Date of meeting	Agenda ref no	Clr to action	Details		Status	
Jun-19	06/19	JR, JC	Attend meeting with EO with tennis club re lease		Closed	
	07/19	JR	Arrange EGM within 2 weeks re cemetery rules		Closed	
	09/19	All	Send ideas for 5 year plan via email to EO			
Jul-19	14/19	DS	TP agenda item re hedge obscuring pedestrian lights opposite Crown			
Aug-19	26/19	DS	Talk to Janaway family re Love Lane footpath			
	26/19	JC	Laurel Close footpath details to EO		Completed	
	31/19		Special motion re tennis club lease			