

To: All Members of Compton Parish Council

All Councillors are hereby summoned to attend the following meeting.

Please inform the Clerk if you are unable to attend.

NOTICE OF MEETING

MEETING: Full Council

DATE & TIME: Monday 7th November 2022 at 7.00pm

PLACE: Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

S. Marshman

Dr S. Marshman, PSLCC, Clerk to the Council

1st November 2022

Agenda

1. To receive, and consider for acceptance, apologies for absence from Members of the Council
2. To receive any [declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests](#) and to consider any requests for dispensation from Members declaring a [Disclosable Pecuniary Interest](#)
Councillors should use the [flow-chart](#) below to identify which type of interest they have and what action should be taken. Please declare what type of interest you have in the meeting.
3. To receive:
 - 3.1 Questions or comments from members of the public regarding items on the agenda
 - 3.2 Representations from any member who has declared an [Other Registerable Interest or a Non-Registerable Interest](#)
4. To approve the [Minutes of the Full Council Meeting held on 26th October 2022](#)
5. To discuss any matters arising from the previous meeting
6. To receive a report from the District Councillor
7. To review the minutes and recommendations from the following committees:

Committee	Meeting Date	Minute Numbers	Recommendations
Planning	None		
Personnel	The meeting scheduled in Oct has been postponed and will be rescheduled ASAP.		

8. To receive an update and review recommendations from the following working parties:
 - 8.1 Burial Ground
 - 8.2 Village Enhancement
 - 8.3 Digital
 - 8.4 Street lighting
 - 8.5 Sports Pavilion
 - 8.6 Allotments
9. Planning Applications
 - 9.1 To consider the following new planning applications:
 - [22/02399/HOUSE 1 Shepherds Mount, Compton, RG20 6QY](#) - Loft conversion, roof to be raised, many internal modifications.
 - [22/02537/HOUSE Floodscross Cottage, Newbury Road, Compton, RG20 7RH](#) - Garage conversion and loft conversion.
 - 9.2 To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee
 - 9.3 To consider whether to refer any planning applications for further response from the Council's planning consultants
 - 9.4 To receive a [report on recent planning decisions taken by West Berkshire Council](#)
10. To receive the Clerk's report
11. Finance:
 - 11.1 To consider approving the payments listed on the [Finance Report](#)
 - 11.2 To note the most recent [Bank Reconciliation](#)
 - 11.3 To note the [Quarterly Budget Report](#) (*if applicable*)
 - 11.4 To receive any reports from the Internal Controller
12. To consider quotes for flooring in the Sports Pavilion
13. To consider [advertising rates for Compilations for 2023](#)
14. To ratify the purchase of a votive and book of condolences
15. To consider the purchase of allotments software
16. To pass a resolution to sign up for the [Civility and Respect Pledge](#)
17. To consider adopting revised [Terms of Reference for the Personnel Committee](#)
18. To consider creating, and setting a budget for, a memorial garden in memory of HM Queen Elizabeth II
19. To consider quotes to replace the remaining streetlights with LED and to make an application for funding from West Berkshire District Council from the Community Infrastructure Levy (CIL) Bid Fund

20. To receive an update on vandalism and anti-social behaviour (ASB) in the village
21. To receive reports on the following:
 - 21.1 Recreation Ground
 - 21.2 Rights of Way
 - 21.3 Village Hall
 - 21.4 Downland Practice Patient Representation Group
 - 21.5 Communications
22. To discuss matters for future consideration and for information
23. To resolve under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable that the Public and Press be temporarily excluded from this meeting, and they are herewith instructed to withdraw
24. To consider actions relating to plot 2 at Newbury Lane Allotments

Date and time of next scheduled meeting:

Full Council: Monday 5th December 2022 at 7pm

Supporting Documentation

4. To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any requests for dispensation

Members are invited to declare Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests in items on the agenda as required by the Compton Parish Council [Code of Conduct](#) for Members, as adopted on 5th July 2021, Minute 21/22-087, and by the [Localism Act 2011 Chapter 7](#).

Please use the flow chart below to ascertain the type of interest you have and what action you are required to take.

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

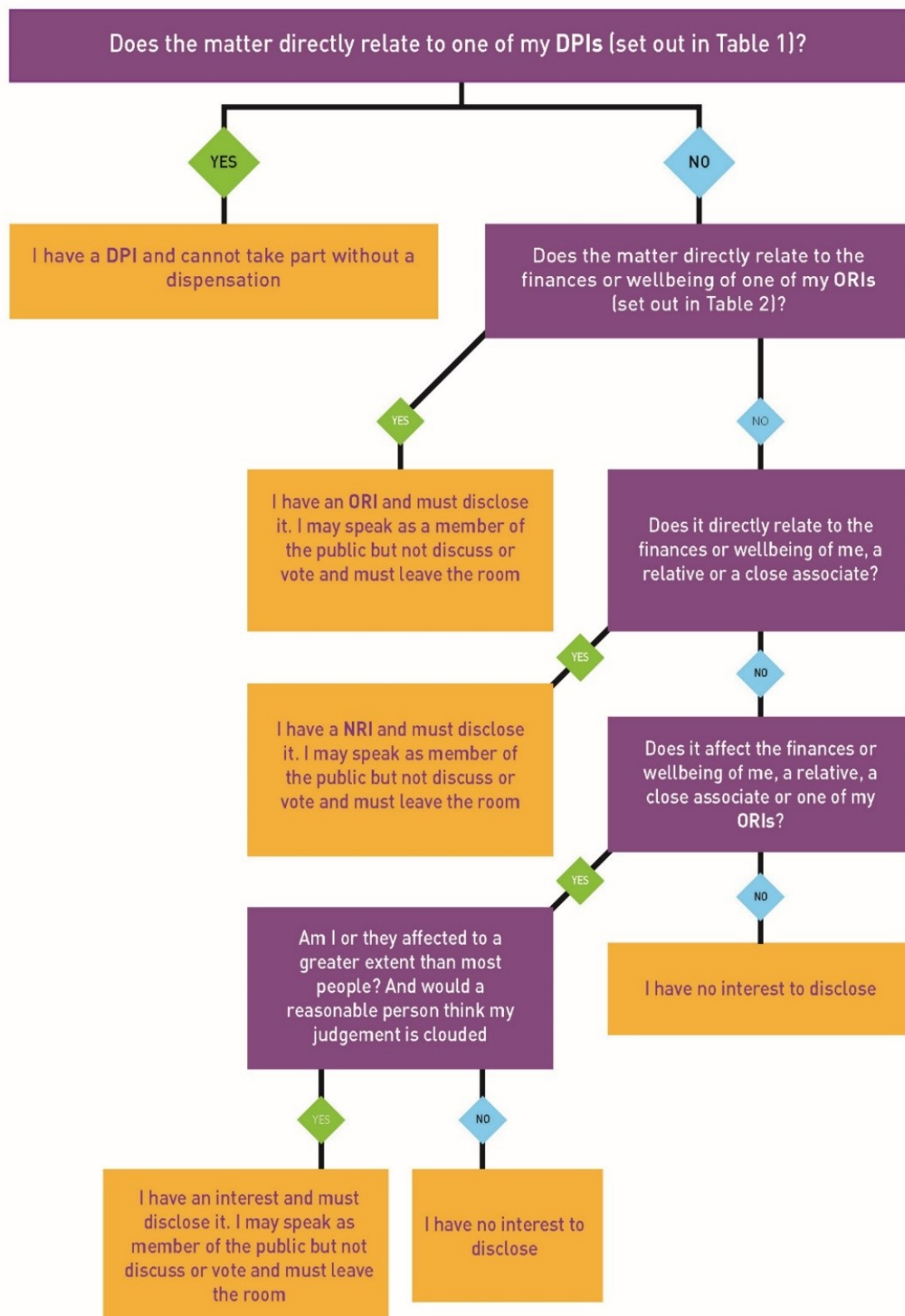


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share</p>

	capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interest

You must register as an Other Registerable Interest :

1. any unpaid directorships
2. any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
3. any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

9.4 To receive a report on recent planning decisions taken by West Berkshire Council

The following decisions have been reported by West Berkshire Council since the last Parish Council meeting:

- 22/01912/HOUSE Greyladies, Downs Road, Compton, Newbury RG20 6RE - Demolition of existing single storey rear conservatory and replacement with single storey rear extension incorporating first floor balcony. Removal of rear window and replacement with French Doors. Infilling of existing side window and enlargement of existing side window openings. Approved.
- 22/01359/FUL 1 - 2 Ilsley Gardens, Ilsley Road, Compton, RG20 7PF - Rear ground floor extension to No.1 and No.2 Ilsley Gardens. Rear first floor extension to No.2 Ilsley Gardens. General internal alterations to both. Refused.

11. Finance:

Finance Report

Status at last bank reconciliation 30th September 2022

Account	Amount
Unity Trust Current Account	£14,668.52
Unity Trust Deposit Account	£123,000.30
Lloyds Multipay Corporate Card	-£817.32
Total	£136,851.50

Income received until 25th September 2022

Account	Income Detail	Amount
Current	Football pitch/Sports Pavilion hire	£150.00
Current	Precept	£25,500.00
Current	Allotments rent	£4,505.64
Total		£30,155.64

Payments made on Lloyds Corporate Card to be approved

Method	Date	Payee	Payment Detail	Amount
CC	03-Oct-22	Lloyds	Monthly card fee	£3.00
CC	03-Oct-22	Bowcom	Line marking paint	£109.02
CC	04-Oct-22	Amazon Marketplace	Descaler and screwdrivers	£28.84
CC	21-Oct-22	The Poppy Shop	Remembrance wreaths	£59.97
CC	26-Oct-22	Microsoft	Software	£11.28
CC	28-Oct-22	Amazon	Broom	£14.45
				£226.56

Payments from Unity Trust Current Account to be approved

Method	Date	Payee	Payment Detail	Amount
DD	14-Oct-22	Southern Electric	Electricity	£3,117.25
DD	17-Oct-22	Vodafone	Mobile phone	£23.03
BACS	07-Nov-22	AD Clark	Grounds maintenance Sept	£858.06
BACS	07-Nov-22	Enerveo	Street light maintenance qtr2	£748.99
BACS	07-Nov-22	SLCC Enterprises	Training fee	£36.00
BACS	07-Nov-22	SLCC Enterprises	Conference fee	£37.50
BACS	07-Nov-22	Staff Costs	Includes salaries, PAYE, pension contributions for Oct	£1,587.14
BACS	07-Nov-22	1st Compton Guides	Grant Minute 22/23-121	£285.00
BACS	07-Nov-22	1st Compton Scout Group	Grant Minute 22/23-121	£285.00
BACS	07-Nov-22	Compton Parochial Church Council	Grant Minute 22/23-121	£285.00
BACS	07-Nov-22	Compton Preschool	Grant Minute 22/23-121	£285.00
Total				£7,547.97

Transfers

Method	Date	From Account	To Account	Amount
DD	17-Oct-22	Unity Current	Lloyds	£820.32
Total				£820.32

Bank Reconciliation

Bank Reconciliation at 30/09/2022

Cash in Hand 01/04/2022 £142,237.22

ADD

Receipts 01/04/2022 - 30/09/2022 £31,162.39

Subtotal £173,399.61

SUBTRACT

Payments 01/04/2022 - 30/09/2022 £36,548.11

A Cash in Hand 30/09/2022 £136,851.50
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash £0.00

3 Lloyds Corporate Card -£817.32

2 Unity Savings £123,000.30

1 Unity Current £14,668.52

Subtotal **£136,851.50**

Less unrepresented payments £0.00

Subtotal £136,851.50

Plus unrepresented receipts £0.00

B Adjusted Bank Balance £136,851.50

A = B Checks out OK

Quarterly Budget Report to 30th September 2022

Income

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
1	Precept	51,000.00	25,500.00	-				-	
				25,500.00				25,500.00	(-50%)
2	Interest		291.64	291.64				291.64	(N/A)
3	VAT Refund								(N/A)
4	Grants		3,913.00	3,913.00				3,913.00	(N/A)
5	Other Income								(N/A)
57	CIL Receipts								(N/A)
	SUB TOTAL	51,000.00	29,704.64	-				-	(-41%)
				21,295.36				21,295.36	

Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
6	Staff Costs				18,900.00	9,006.85	9,893.15	9,893.15	(52%)
7	Staff Expenses				200.00	70.51	129.49	129.49	(64%)
8	Office				960.00	480.00	480.00	480.00	(50%)
9	Office Supplies/Equipment				250.00	1,016.84	-766.84	-766.84	(-306%)
10	Phone				200.00	115.14	84.86	84.86	(42%)
11	Website				350.00		350.00	350.00	(100%)
12	Bank Charges				108.00	54.00	54.00	54.00	(50%)
13	Subscriptions				802.00	362.61	439.39	439.39	(54%)

14	Software	900.00	511.40	388.60	388.60	(43%)
15	Insurance	950.00	946.87	3.13	3.13	(0%)
16	Election Fees	320.00		320.00	320.00	(100%)
17	Audit Fees	550.00	242.50	307.50	307.50	(55%)
18	Chairman's Allowance	80.00		80.00	80.00	(100%)
19	Training	500.00		500.00	500.00	(100%)
20	Meeting Rental	360.00	87.50	272.50	272.50	(75%)
21	Other Expenses		352.36	-352.36	-352.36	(N/A)
48	Professional Advice	3,000.00	1,218.50	1,781.50	1,781.50	(59%)
SUB TOTAL		28,430.00	14,465.08	13,964.92	13,964.92	(49%)

Village Maintenance

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
22	Grounds Maintenance				5,000.00	3,247.24	1,752.76	1,752.76	(35%)
23	Recreation Ground				300.00		300.00	300.00	(100%)
24	Play Equipment Maintenance				2,000.00	105.00	1,895.00	1,895.00	(94%)
25	Tree Maintenance				1,000.00	509.00	491.00	491.00	(49%)
26	Refuse Disposal				400.00	387.77	12.23	12.23	(3%)
27	Vandalism Repair				400.00		400.00	400.00	(100%)
28	War Memorial Maintenance				150.00		150.00	150.00	(100%)
SUB TOTAL					9,250.00	4,249.01	5,000.99	5,000.99	(54%)

Allotments

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
29	Allotment Rent - Newbury Lane	500.00	267.00	-233.00				-233.00	(-46%)
30	Allotment Rent - School Road	350.00	465.75	115.75				115.75	(33%)
31	Newbury Lane Water				250.00	163.85	86.15	86.15	(34%)
32	Newbury Lane Capital								(N/A)
33	Newbury Lane Other Expenses								(N/A)
34	School Road Water				200.00	83.17	116.83	116.83	(58%)
35	School Road Capital								(N/A)
36	School Road Other Expenses					60.00	-60.00	-60.00	(N/A)
37	Allotment Skips				250.00		250.00	250.00	(100%)
SUB TOTAL		850.00	732.75	-117.25	700.00	307.02	392.98	275.73	(17%)

Sports Pavilion

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
38	Football Club - Income	450.00	100.00	-350.00				-350.00	(-77%)
39	SP Building Maintenance				600.00	933.46	-333.46	-333.46	(-55%)
40	SP Running Costs				500.00	216.93	283.07	283.07	(56%)
41	Pitch Marking				920.00		920.00	920.00	(100%)
SUB TOTAL		450.00	100.00	-350.00	2,020.00	1,150.39	869.61	519.61	(21%)

Lighting

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
42	Electricity				4,400.00	4,482.19	-82.19	-82.19	(-1%)
43	Lighting Routine Maintenance				2,500.00	1,209.67	1,290.33	1,290.33	(51%)
44	Lighting Repairs				500.00		500.00	500.00	(100%)
45	Lighting Replacement				35,000.00	3,368.70	31,631.30	31,631.30	(90%)
SUB TOTAL					42,400.00	9,060.56	33,339.44	33,339.44	(78%)

Burial Ground

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
46	Burial Ground - Income								(N/A)
47	Burial Ground				4,000.00	2,297.00	1,703.00	1,703.00	(42%)
SUB TOTAL					4,000.00	2,297.00	1,703.00	1,703.00	(42%)

Compilations

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
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49	Compilations - Income	1,800.00	625.00	-1,175.00				-1,175.00	(-65%)
50	Compilations				2,300.00	365.93	1,934.07	1,934.07	(84%)
	SUB TOTAL	1,800.00	625.00	-1,175.00	2,300.00	365.93	1,934.07	759.07	(18%)

Grants

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
51	Grants							(N/A)
	SUB TOTAL							(N/A)

Neighbourhood Development Plan

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend
52	NDP - Income							(N/A)
53	NDP							(N/A)
	SUB TOTAL							(N/A)

Events

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
54	Christmas Events				200.00		200.00	200.00	(100%)
55	Christmas Day Lunch Room Hire				50.00		50.00	50.00	(100%)
59	Other Events				200.00	295.00	-95.00	-95.00	(-47%)
60	Greening Campaign				200.00	25.00	175.00	175.00	(87%)
	SUB TOTAL				650.00	320.00	330.00	330.00	(50%)

Reserves

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	+/- Under/over spend	
56	Reserves					381.62	-381.62	-381.62	(N/A)
58	CIL Expenditure					610.00	-610.00	-610.00	(N/A)
	SUB TOTAL					991.62	-991.62	-991.62	(N/A)

Summary

NET TOTAL	54,100.00	31,162.39	-	89,750.00	33,206.61	56,543.39	33,605.78	(23%)
V.A.T.			22,937.61		3,341.50			
GROSS TOTAL		31,162.39			36,548.11			

13. To consider advertising rates for Compilations for 2023

Advertising rates for Compilations must be reviewed yearly.

A full-page advert is currently charged at £30 per issue, with smaller adverts charged accordingly - a half-page advert is £15, a third of a page is £10 and a quarter page advert is £7.50.

The table below gives the actual income and expenditure for the previous three years, along with the current figures as of 30th September 2022 and predicted year-end figures assuming all advertisers renew and pay the current advertising rate.

	2019/20	2020/21	2021/22	Current 2022/23	Predicted Year End 2022/23
Income	£ 2,459.00	£ 1,983.00	£ 1,665.00	£ 625.00	£ 2,455.00
Expenditure	£ 2,007.00	£ 2,833.00	£ 2,561.51	£ 365.93	£ 2,195.58
Income - Expenditure	£ 452.00	-£ 850.00	-£ 896.51	£ 259.07	£ 259.42

It is predicted that, if all advertisers renew and pay the current advertising rate, and West Berkshire Council ensure all 6 invoices for the printing costs are received within the financial year, the council will make a small profit of £259.42 on the production of Compilations in 2022/23.

16. To pass a resolution to sign up for the Civility and Respect Pledge

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff. (Training and Development Policy)	
Our council has signed up to Code of Conduct for councillors.	
Our council has good governance arrangements in place including, staff contracts, and a Dignity at Work Policy .	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when if and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

17. To consider adopting revised Terms of Reference for the Personnel Committee

Compton Parish Council



Personnel Committee – Terms of Reference

Version number	2	Minute reference	
Adopted by	Full Council	Review due	

Delegated Powers

Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED" and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

Powers Specifically Delegated to the Parish Clerk

1. Authorising expenditure on items where the Council, or the appropriate Committee under delegated powers, within a budget approved by the Council, has agreed the expenditure.
2. Investing monies held by the Council with a view to obtaining the best rates of interest, provided that the monies are invested through the Council's appointed bankers, the Post Office or a reputable building society.
3. The power to act as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an officer.
4. To act as the Responsible Officer for Health and Safety, and as the Council's Proper Officer in all cases where legislation so requires.

Public and Press

Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) "that as publicity would be prejudicial to the public interest by reason of the {Special} {Confidential} nature of the business about

to be transacted at Agenda Item... Namely... (state nature of business e.g. 'Discuss Clerk's Contract'), it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw."

Exclusion of the public and press must be minuted but it does not have to be on the Agenda. The exclusion of public and press should be used prudently and the Council must be clear on the reasons for doing so. The press and public can be excluded for the following reasons:

1. To discuss terms of service, or to discuss the conduct and dismissal of a member of staff
2. Terms and proposals and counter proposals in negotiating contracts
3. Preparation in legal proceedings
4. The early stages of a dispute
5. The early stages of agreeing tender/quotation details
6. The approval of tender/quotation details
7. To discuss a matter

Terms of Reference

1. Membership shall comprise three members. Members shall be elected to the committee at the Annual Meeting of the Parish Council each May. The Chairman of the Parish Council is not permitted to be elected to the Personnel Committee.
2. Three Members shall constitute a quorum.
3. A substitute member of the committee will be elected at the Annual Meeting of the Parish Council each May and will be called upon if any of the members of the Personnel Committee are unable to attend the scheduled meeting.
4. The committee should meet at least twice per year. A meeting should be held in June at which the Chairman and Vice-Chairman of the Committee shall be elected. A meeting should be held in October/November at which annual appraisals, salaries and working-from-home allowances should be reviewed to assist with the budget-setting process.
5. To deal with all matters relating to the establishment, recruitment and appointment and terms and conditions of employment for all staff, save as provided within the Powers of the Full Council.
6. To review and set any salaries and working-from-home allowances each year.
7. To establish a programme of training for Councillors and employees such as will encourage professional advancement and effective decision making throughout the Council's activities and to ensure so far as possible adequate financial provision to secure these objectives.
8. To establish and regularly review personnel policies and procedures.
9. To undertake the performance management of the Proper Officer including annual appraisal and to overview the appraisals of any other employees.

10. To determine and monitor appointment procedures.
11. To convene an Appeals Committee if and when required for dispute resolution.
12. To authorise the attendance of members or officers at conferences or courses including the incurring of necessary expenditure.
13. To approve the payment of relocation expenses in relation to the appointment of staff as may be deemed necessary.
14. To ensure that all Members of the Personnel Committee are aware of and understand their responsibilities in staffing matters.

Delegation of Power

1. To the Committee
 - a. Items included in paragraphs 5, 6, 7, 8, 9 and 10 above.
 - b. To annually review staffing levels and make recommendations to the Parish Council.
 - c. To receive annual reports on staff appraisals in (*October*) of each year.
 - d. To review and agree a matrix system showing which Members of the Parish Council would be able to sit on staffing appeal panels should the need arise.
2. To the Chairman and Vice Chairman –
 - a. Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman and the Vice Chairman of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.
 - b. All Members are free to attend Personnel Committee meetings with the proviso that the Chairman and Vice Chairman have the power to revoke this in relation to confidential items under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) if any item to be discussed is personal to a member of staff.
3. To the Parish Clerk
 - a. To authorise the attendance of members or officers at conferences or courses including the incurring of necessary expenditure not exceeding £150 in any instance.
 - b. To ensure that all staff undertake an effective induction programme.