

SAWSTON PARISH COUNCIL

MINUTES MEETING OF STAFF MANAGEMENT AND H & S COMMITTEE

27 February 2013

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

Councillors:

Mrs P J Awbery-Maskell

Dr D R Bard (arrived 10.15am)

Miss S E Clarke

M J R Mallows

Staff

Mrs G A Pack

Mr A R Poole

Mr R Hatfield

Mr M Roughead

1 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mrs S A Hatton and Mr M Reynolds

2 DECLARATION OF INTEREST FOR THIS MEETING

None were declared.

3 MINUTES OF THE MEETINGS

The minutes of the meetings held on 21 August and 27 November 2012 were read, confirmed and signed.

It was **PROPOSED** by Councillor Miss S E Clarke and **SECONDED** by Councillor Mrs P J Awbery-Maskell to **ACCEPT** these minutes.

VOTE: 4 FOR : (UNANIMOUS)

4 MATTERS ARISING – new information only

None

Councillor Dr D R Bard arrived 10.15am

5 MANAGEMENT REPORT

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

VOTE: 5 FOR : (UNANIMOUS)

6 COMMENTS FROM STAFF AND COUNCILLORS

Mr R Hatfield asked where should they have their breaks during the day. Councillor E C Murray explained that it was agreed some time ago that they were to have their breaks at Mill Lane Pavilion and not Spicers Pavilion as this was now being used more regularly and the Clerk often showed clients around so it would not be appropriate for the Groundstaff to be there.

Mr M Roughead explained that Animal Rights sticky labels had been put on some roads signs which he could not remove. Mr A R Poole confirmed he did not have any cleaning material for this either. Clerk to contact SCDC to ask if they could remove them. Clerk to also take a photograph of one of the signs and report to Police as this is a criminal offence.

Mr M Roughead also explained that he found what he thought to be blood on the bench at the bus stop on Cambridge Road which he cleaned up. Councillor E C Murray questioned at what point did this need to be reported for future reference. It was discussed and felt that if this happened again it must be reported to the Police and SCDC. Clerk to ensure the litter pickers had spillage kits/gloves and needle boxes and also the contact numbers should they need to report anything.

Councillor Mrs P J Awbery-Maskell felt that after the previous night's Planning & Environment Committee meeting there was no division between the Parish Council and Sawston Scene which there should be. There should be a clear divide so parishioners understand that the Sawston Scene is separate from the Parish Council.

Mr A R Poole explained he had replaced nearly all the bins in the High Street but in doing so his drill had burnt out and was irreparable. Councillor E C Murray asked him to obtain prices for a more substantial long lasting drill.

7 H R POLICIES

The current HR contract is up for renewal in March and the Clerk had received 3 quotations for the service we required:

Abbey HR (current provider)

3 year contract £1,500.00 per year

Honest Employment Law Practice

No contract, initial one off set up fee £250.00

£1,140.00 per year

Ellis Whitham

3 year contract £1895.00 per year

This was discussed at length and it was **PROPOSED** to **RECOMMEND** to Full Council by Councillor Miss S E Clarke and **SECONDED** by Council Mrs P J Awbery-Maskell to **ACCEPT** the quote from Honest Employment Law Practice as they were more favourable and would provide the same as the current, but with no contract.

VOTE: 5 FOR : (UNANIMOUS)

Meeting closed 11.05am