

**SWANWICK PARISH COUNCIL
MINUTES OF EXECUTIVE COMMITTEE
3 NOVEMBER 2011**

Present: Cllrs Fretwell, Barnett, Dale, Hardwick, Payne, Watson

Also Present: P Staton

1. Apologies: Cllr D Staton

2. 2nd Quarter Budget Report

The Clerk circulated the spend and accruals as at 30 September 2012, a total of £44,423 copy enclosed.

RESOLVED:

That the 2nd Quarter Budget Report be accepted.

3. Progress with Handbook/Contracts

Cllr Dale circulated 1st draft copies of the 'Rules for the Council' , and quickly ran through the Council's need for rules, and its vicarious liability.

These rules will be updated twice yearly in April and October. All Councillors need to read and make comments/request amendments prior to Full Council.

The next step is that new contracts and job descriptions will be agreed, at that time Cllr Dale will see all of the staff.

Cllr Dale and the Clerk were thanked by Cllr Fretwell for the hard work involved with the rules, contracts and job descriptions.

4. Request by Caretaker to Reduce working week from 3 days to 2 days

The clerk explained that there are currently 2 caretakers making up 1 F.T.E. One works Mon/Tue, the other works Wed/Thu/Fri. The one who works the 3 days had requested that his working week be dropped to 2 days, this was prior to the election. This request was denied, as the day he requested to work less was Friday, and this is a day when work is more important due to leaving the village tidy over the weekend.

The request is now to reduce the working week to Wed & Fri, this fits in well with his personal circumstances.

Discussions were held with regard the need for five days to be worked.

RESOLVED:

To grant the request to reduce the working week to Wed & Fri. Thursdays workload to be filled by appropriate means. Cllr Dale and the Clerk would look into this.

5. Monitoring Reports on Committee Activities to date.

Community Events Chair's report:

Remembrance Sunday – all arranged, last post being played by Steve Barnett, Major Brothwood & four soldiers from 2nd Battalion (Worcesters & Foresters). Arrangements have been made for parking by the soldiers in Steampacket. Reserved seats in church are being asked for the Councillors.

Civic & Community Carol Service – this year slightly changed, the Glee choir from Swanwick Hall School & St Andrews singing group will be performing along with the Primary School choir. There will not be a brass band, but an organist. Unable to book the dining room at Swanwick Hall due to other commitments, so the Old School House has been booked.

Well Dressing – Five wells so far, theme is the reign of the Queen, i.e one well to be given a decade as their design, trying to get another well, so that all six decades of the Queens reign are covered. Usual competitions, and attractions are currently being booked.

Queens Diamond Jubilee – the Chair was going to attend the PCC meeting to discuss the possibility of a Beacon on the Church Tower. However, the churchwarden has informed her that the church will not be allowing a beacon for various reasons, health & safety being the main one. The Chair would not be going to the meeting, but did wonder about the possibility of involving Hayes Conference Centre instead.

Community Sports & Activity Chair's report:

Selection of representative for the All Weather Pitch – Cllr Peacock

All Weather Pitch – negotiations to commence soon regards to usage.

Links are being made with both the SS & SC and AVSSP with regards to community activities not just sports.

South Street Recreation Area – has been inspected & photographed by Cllr Watson and the Clerk, these would be sent to AVBC and discussions opened upon improvement of that area.

Environment – no report available

Pubic Relations & Information

Website – nearly completed and live

Village Guide – soon to be completed

Newsletter – next edition out mid Nov/early December

Press Releases – being submitted and printed, although better links with press need to be forged.

Meeting Closed at 8.45pm