

**MINUTES OF THE RESOURCES COMMITTEE MEETING
HELD ON MONDAY 20 AUGUST 2007
7.00 PM IN THE RON WHITE ROOM**

Present Cllr John Turkentine (Committee Chairman), with Cllr Chris Dicks Cllr Bob Harman, Cllr Neville Paul, Cllr Mrs Janette Potter, and Cllr Bob Villa

Public None present

1. APOLOGIES FOR ABSENCE

Cllr David Stevenson (ill-health)

2. MINUTES OF THE MEETING HELD ON 23 JULY 2007 AND ANY MATTERS ARISING

The Minutes of the first Committee were approved and the Chairman signed the Minute Book. With regard to item 3.1.2, the Chairman and Vice Chairman had met and discussed the re-styling of spreadsheets which would be taken forward to the Finance Committee. *Action : Agenda Finance 20 September 2007.*

3. NOTES FROM THE JOINT GPC/KHC WORKING PARTY HELD ON 24 JULY 2007

Cllrs accepted the notes of the working party which looked into four possible options. Discussion ensued regarding the merits of each option, and Cllrs agreed the following :

Option 1 GPC and KHC to remain as they are. *Decision : unrealistic.*

Option 2 GPC to leave the Keene Hall building completely and set-up offices at an alternative location. *Decision : not viable.*

Option 3 GPC and KHC to separate and operate independently on a business basis. *Decision : carefully considered.*

Option 4 GPC and KHC to separate and operate independently on a business basis but with a common member of administrative staff, with costs to be agreed on a pro rata basis. *Decision : not preferred.*

3.1 Proposal : Option 3 – developed and agreed in principle as follows :

- GPC and KHC to separate and operate independently on a business basis. (ie GPC remaining in the first floor office with a separate telephone line and KHC remaining in the ground floor office with their own telephone line).
- Recommending to KHC that GPC would not be funding the replacement of the Receptionist/Administrative Assistant when she retires in December, but would pay a pro rata annually agreed percentage figure towards the salary of a KHC funded member of staff who would assist with GPC duties.
- For the proposed staffing allocations to work successfully, GPC and KHC need to adopt a flexible approach particularly with regard to sickness, annual leave and other

occasions when members of staff are absent from the office.

- GPC would pay for fully serviced office and meeting room accommodation, together with storage area, and by negotiation would pay a period in advance.
- GPC would need to explore the option of a phased grant towards the running of the Keene Hall. *Action Clerk : Obtain more information on Section 137 and alternatives.*
- The Clerk to Galleywood Parish Council would phase out her role as Clerk to the Keene Hall Trustees and ultimately work 100% for GPC, thereby leaving the KHC self-managing.
- Looking to the future, responsibility for the Galleywood Heritage Centre could be encompassed in the Clerk's role.

4. **NOTES FROM THE HUMAN RESOURCES WORKING PARTY HELD ON 30 JULY 2007**

Cllrs accepted the notes of the working party which identified current outstanding projects and priority issues. The Clerk confirmed that she had adopted responsibility for the Website and Galleywood Grapevine.

4.1 **Proposal** : Continue with identified projects and draw priority issues to conclusion. Staff issue covered under item 3.

5. **NOTES FROM THE PHYSICAL RESOURCES WORKING PARTY HELD ON 3 AUGUST 2007**

Cllrs accepted the notes of the working party. It was noted that point 2 referring to the breakdown of time spent by staff on GPC/KHC duties was a cross-over item covered under 3.1 above.

5.1 **Proposal** : To identify the percentage of physical resources used by GPC/KHC. In addition the Management Team would seek professional advice from NALC with regard to changes to the Clerk's Contract.

6. **SUMMARY OF WORKING PARTY PROPOSALS AND AGREE RECOMMENDATIONS TO BE TAKEN TO THE GALLEYWOOD PARISH COUNCIL MEETING ON 3 SEPTEMBER 2007**

As stated under each section above.

7. **DATE OF NEXT MEETING**

Monday 24 September, 7.00 pm in the Ron White Room. Apologies given by Cllr Bob Harman, Cllr Bob Villa (possibly Cllr Chris Dicks).

There being no further business to be transacted,
the Chairman closed the meeting at 8.24 pm.

(Minutes taken by Ms J L Head, Clerk to Galleywood Parish Council)

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(signed Chairman)

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(dated)