GRAPPENHALL AND THELWALL PARISH COUNCIL
Council Office, Community Centre, Bellhouse Lane, Grappenhall, Warrington WA4 2SG
Colette Fellows, Clerk to the Council/RFO
Tel 01925 264918 (Monday to Thursday 2.00 - 4.30 pm)
clerk@gtpc.org.uk

4th April 2024

Dear Committee Member

Members of the Resources Committee you are hereby summoned to attend the meeting of GRAPPENHALL AND THELWALL RESOURCES COMMITTEE on **Wednesday 17th April 2024 at 7.30 pm** in the Parish Council Office, Bellhouse Lane, Grappenhall, WA4 2SG for the purpose of transacting the following business.

Yours sincerely

Colette Fellows

on behalf of
Cllr John McQuillian
Chair of the Parish Council and Resources Committee

A G E N D A

1. Apologies for Absence
To consider apologies and reasons for absence. For resolution.

2. Dispensation Requests

3. Disclosures of Pecuniary and Personal Interests
Members are reminded that personal interests or prejudicial interests, as defined in the Code of Conduct, in any matter before the meeting, must be disclosed no later than the start of discussion on that item.

4. Local Council Consultancy Report – Job Evaluations
To discuss the report and summary of recommendations that LLC was commissioned to complete. For discussion and resolution to make recommendations to Council to adopt.

4.1 The Clerk/RFO SCP pay grade.
4.2 The Assistant Clerk SCP pay grade.
4.3 The role and responsibilities of the Parish Warden and SCP pay grade.

5. Living Wage Contracts
Currently, we have three members of staff on a National Living Wage of £10.90, (£12.00 from April 1st, 2024), These are the Park Caretakers and Walled Garden Warden.
The Clerk requested members at Full Council on the 21st March to consider moving the Caretakers/Wardens onto the Local Government SCP grades (which start at grade 2 £11.62). SCP grade 4 is £12.01 for staff other than Clerks. It **was resolved** to move the Caretakers/Wardens to pay grade 4. However, the Clerk would like to re-visit the resolution as the national annual pay rise for SCP-graded members for 2023/2024 was not taken into consideration. For discussion to resolve.

6. Staff Organisational Planning and Operational Activity

The Clerk will present recommendations along with Operational Activities to improve resources and service. Currently, there is a total of 1.6fte in the office. For discussion and resolution

7. Working For Gardeners Association - Apprenticeship

The Garden Manager (Graham Richardson) was initially contacted by the WFGA (Working for Gardeners Association) to ask if we would take on a mature student who is looking for a career change, the apprenticeship would be for 12 months.

A meeting of the two parties has taken place and the Garden Manager would like to recommend to members that they consider the proposal (see attached). The cost for a mature student on a Living Wage salary for 16 hours per week for 12 months from 1st April 2024 would be £8,736.00. For discussion and resolution.

8. Budget Review 2023/2024 and allocation of Reserves

To review the 2023/2024 actual income and expenditure against the budget for both the Walled Garden and Parish Council for the purposes of Earmarking Reserves for current/future projects. For discussion and resolution.

9. Grappenhall Heys Estate Endowment Fund

To review the current financial position of the Estate Fund. The Clerk will present the cash statement and current portfolio for 2023/2024, which will be emailed to all members before the meeting. For discussion and resolution.

10. Part Two Confidentiality - Matters to be discussed in the absence of the press and public

To discuss the following agenda items in a closed session:

- Staffing matters 4.1. 4.2, 4.3

Public Bodies (Admission to Meetings) Act 1960 s.2

A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies