

**COMMITTEE MEMBERS PRESENT:**

Cllr T Barkley – Chair  
Cllr S Gerrard  
Cllr S Hampson  
Cllr J Lucas  
Cllr M McLoughlin  
Cllr K Pacey  
Cllr D Pepper

**IN ATTENDANCE:**

Ms C Voyce – Town Manager  
Ms U Southan – Deputy Town Manager  
Mrs K Liquorish – Senior Administrator  
Miss S Brown – Assistant to the Town Manager  
Cllr L Gillard  
Cllr S Visavadia  
1 Member of public

**The Chairman informed attendees that this meeting was recorded for Council use only, to assist with the minute taking. Under the local authorities (Executive arrangements) (Meetings and access to information (England) regulations 2012), other people may film, record, tweet or blog from this meeting. The use of any images or sound recording was not under the Council's control.**

**699/19 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr S Brown, Cllr L Towell.

**700/19 TO ACCEPT DECLARATIONS OF INTEREST**

There were no declarations.

**701/19 ANNOUNCEMENTS AND COMMUNICATIONS**

There were no announcements or communications.

**702/19 REVIEW OF BUDGET FOR COMMITTEE 2020/2021**

There was expected loss of income of £34,500 across Committees due to the COVID-19 pandemic (room bookings £28k - Resources, football pitch hire £3k - Amenities, other hire £2,000 - Amenities, hanging baskets £1,500 - Development & GP). Committees were asked to review their budgets for 2020/21.

Officers had identified potential savings of £9,700 across the Resources Committee budget codes (plus some General Reserve funds to be confirmed); Councillors noted the suggestions. It was recommended spending was restrained and reviewed again in September before the budget review procedures starting in October.

Proposed by Cllr K Pacey and

**Resolved** to accept the reductions, subject to review in September.

Chairman .....

All in favour.

### **703/ CAPITAL PLAN REVIEW**

Councillors reviewed the plan. The following changes were suggested:

- Development - £2K for two benches – move to General Reserve
- Development - £384 balance from new planters – move balance to General Reserve
- Parks - £1500 – allotment fence – move to General Reserve (paid for out of Allotment budget due to surplus)
- Parks – Pavilion refurbishment – change date to December 2020
- Parks – Machinery - £20K tractor, £20K pick-up, £5167 triple mower – change to 'action by' 2023 (could be used before this date if necessary)
- Community Centre – fascia to do £1,523– leave at 2020, LCC environmental grant to part fund
- Community Centre – £2760 chairs – unchanged

Proposed by Cllr T Barkley and

**Resolved** to approve amendments to the Capital Plan as shown above.

All in favour.

### **704/19 SYSTON & DISTRICT CEMETERY CONSTRUCTION BUDGET UPDATE**

Councillors noted the updated spreadsheet. There were funds remaining of £43,954.12 (including a £25K contingency figure). The remaining funds would be used for phase two of the Syston & District Cemetery. If S106 monies were available in future, they would be applied for. Officers were now also concentrating on operating costs.

Proposed by Cllr T Barkley and

**Resolved** to approve the District Cemetery budget update.

All in favour.

### **705/19 INTERNAL AUDIT REPORT AND ACTION PLAN**

Councillors noted the internal audit report dated 22 May 2020.

The internal auditor had noted amendments would be made to Standing Order 31 and Financial Regulation 11; where the contract limit was referenced in order to comply with the £25,000 limit set by The Public Contracts Regulations 2015.

The Council should ensure that any decisions taken were in accordance with the published list of agenda items and not to continue the practice of suspending Standing Orders too regularly, to consider additional items of business, as these should be carried forward to the next meeting of the Council and itemised on the agenda accordingly.

An action plan had been drawn up to implement the changes.

Proposed by Cllr T Barkley and

Chairman .....

**Resolved** to accept the internal audit report and action plan.  
All in favour.

#### **706/19 REVIEW OF FINANCIAL REGULATIONS – INTERNAL AUDIT RECOMMENDATION**

The Internal auditor had brought to attention that Regulation 11b on Page 6 of the Financial Regulations needs amending. The contract limit was at £60,000 but in order to comply with the limit set by The Public Contracts Regulations it should be £25,000.

#### **Amendment:**

*Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Manager shall invite tenders from a minimum of three firms.*

Proposed by Cllr T Barkley and

**Resolved** to adopt the amendment to Financial Regulations.

All in favour.

#### **707/19 REVIEW OF EMPLOYEE HANDBOOK**

The employee handbook had been updated. Councillors had been provided with a list of Policies and Procedures which were now stored in a separate handbook. Once approved the employee handbook would be sent to Ellis Whittam, the HR Advisors, for implementation.

Proposed by Cllr T Barkley and

**Resolved** to approve the Employee Handbook, subject to advice from Ellis Whittam.

All in favour.

#### **708/19 HAND SANITISER STATIONS**

In preparation for re-opening the community buildings (community centre, Barkby Road chapel, millstone lodge and ground-staff rest room) a safe method of operating needed to be in place. A clear message would be required about the need for people to wash and sanitise their hands.

A local company in East Goscote had quoted for 12 hand sanitiser station units, including the 500 ml bottles of hand sanitiser. Unit cost would be £50.

Councillors considered that nine units would be required – two at Barkby Road Cemetery, five at the Community Centre, one at District Cemetery and one for the ground-staff rest room.

Proposed by Cllr T Barkley and

**Resolved** to order nine hand sanitiser units at a cost of £450.

All in favour.

**709/19 DONATION REQUEST FOR SCHOOL BOOKS – ROUNDHILL & WREAKE ACADEMIES**

To help ensure Syston students were able to read at least one book over the summer, Roundhill Academy and Wreake Valley Academy (both part of the Bradgate Education Partnership) were raising funds to purchase books for all 300 year six students who would be joining these two academies at the end of August.

It was noted that the STC donation budget was on restricted spend (if possible). A donation of £200 would represent one fifth of the remaining budget. Councillors recommended that the Bradgate Education Partnership approach other local councils for funding too.

Proposed by Cllr T Barkley and

**Resolved** to donate £200 to the Bradgate Education Partnership to purchase books for year six students at Roundhill and Wreake Valley Academy.

All in favour.

**710/19 WEIGHTWATCHERS CLASSES – REQUEST TO RESTART IN JULY**

Depending on Government guidelines, Weightwatchers were preparing to return to face to face workshops and hoped to return to Syston Community Centre on 5 July. They were formulating a plan to ensure their members and employees would be as safe as possible. This would include a reduced number of members, one at a time, adhering to social distancing measures, and providing PPE.

They required confirmation about availability and any restrictions that may be put in place due to COVID-19. They asked when the Community Centre would re-open.

Proposed by Cllr J Lucas and

**Resolved** to wait for Government guidelines (due to be released on 1 July) and consider this request at Committee to make a decision once the guidelines were known.

All in favour

**711/19 ACCOUNTS (RECEIPTS AND PAYMENTS)**

Receipts – 1-42 £270,790.31 (inc VAT)

Payments – 1-197 £88,952.19 (inc VAT)

Proposed by Cllr T Barkley and

**Resolved** to approve the accounts.

All in favour.

**712/19 MONTHLY FINANCIAL REPORT**

Councillors noted the financial report as at 10 June 2020.

Proposed by Cllr K Pacey and

**Resolved** to accept the monthly report.

All in favour.

**713/19 UNBUDGETED EXPENDITURE DURING APRIL & MAY**

A new HP laptop had been ordered for the Facilities Manager from Supreme Systems at the end of March. The cost (including set up) was £ 735.16 + VAT.

Proposed by Cllr T Barkley and

Chairman .....

**Resolved** to accept the unbudgeted expenditure.  
All in favour.

**714/19 ACTIONS FROM PREVIOUS MEETINGS**

The committee noted the actions.

Update:

- 577/19 District Cemetery contract was for grass cutting only.
- 585/19 The Health & Safety report recommended actions would be passed to the Facilities Manager after commencement on 29 June.

**715/19 DATE OF NEXT MEETING**

21 July 2020.

The meeting ended at 8.39 pm.

Chairman .....