

Anston Parish Council Meeting – 15th April 2019

Agenda Items 7(b) & 10(a) – Briefing Paper



Agenda Item 7(b) Membership of Yorkshire Local Councils Associations & National Association of Local Councils

Anston Parish Council has been a longstanding member of the Yorkshire Local Councils Associations (YLCA) and through them of the National Association of Local Councils (NALC). Both organisations provide legal advice, training opportunities, model documents and much else to the Parish Council and access to their support is important to the work of the Council. The combined renewal fee for the two organisations for 2019-2020 will be £1,066. I would add that part of the reason for cancelling our arrangements for advice from Peninsula HR was that we could obtain similar advice from YLCA/NALC along with others.

Recommendation

That Anston Parish Council renews its membership of the Yorkshire Local Councils Associations and the National Association of Local Councils.

Agenda Item 10(a) Progress with Outstanding Projects at the Parish Council

To aid discussion with this agenda item please find below a list of outstanding pieces of work which I have inherited as the Clerk to the Council or I or the Council or Charity have initiated since I came into post. They are not in any particular order of priority and do not include smaller items of work.

Land and Property

- Refurbishment of Parish Hall in line with condition survey (which is currently being revised by CS Surveying)
- Repair of the toilet block at the western end of the hall (currently awaiting repairs to the felt roof before other repairs can take place)
- Cemetery extension project. There will be a public consultation project about this later in the month.
- Repairs to the Old Library building. The work is currently out to tender. Rent negotiations with the tenant also need to take place.
- Renewal of the lease of the Crowgate site. We are currently awaiting a response from Rotherham Council on our proposals. We also need to establish if Jones Homes have discharged our obligations to ourselves and we need to bring the site into proper order.

- Establish ownership of Hillcrest site. We are currently in liaison with Rotherham Council about this.
- Repair of play equipment in line with latest ROSPA report.
- Removal or making safe of asbestos at the Parish Hall
- Review of cleaning regime at Parish Hall
- Repairs to bowling green and pavillion
- Development of management plan for Anston Stones Wood SSSI and wider nature reserve
- Water supply to Rackford Meadow
- Establishing ownership of Lychgate war memorial and floodlights at Parish Church
- Addressing boundary encroachment at Lindrick Common
- Development of general works programme for the Estate
- Digital mapping of all land and property
- New tree survey
- Improvement of allotment management system. In progress.

Governance

- Full review of all polices and procedures. In progress (e.g. we have adopted new standing orders)
- GDPR compliance work
- Systematic sorting of inherited Council documentation and uploading scanned documents to our document store. In progress.
- Councillor e-mail addresses
- Good practice compliance with Transparency Code for Smaller Authorities. In progress.
- Review of insurance requirements in progress.
- Purchase of software for allotment, bookings, cemetery and facilities management

Community engagement/publicity

- Creation of new website
- Production of newsletter
- Bonfire Event planning

Employment

- Review of staff structure and admin requirements
- Review of staff contracts of employment and job descriptions
- Purchase of HR management software
- Review of health & safety regime
- Staff appraisals

Recommendation

That councillors please note the above.

Chris Pilkington
Clerk to Anston Parish Council
12th April 2019