



ALBURY PARISH COUNCIL

Serving Farley Green, Brook, Little London & Newlands Corner

PARISH OF ALBURY **NOTICE OF PARISH COUNCIL MEETING**

Local Government Act 1972

Minutes of an extraordinary meeting of Albury Parish Council held on

Monday 2nd August at 6pm

In the **Memorial Library**



Present: Cllr N Wenman (in the chair), Cllrs J Chapman, J Croucher, P Gellatly,
R Hogben, P von Radowitz

In attendance: The Clerk, Mrs J Cadman

PART 2 BUSINESS

165/10 To discuss matters of personnel

Members had been referred to the part 2 business discussed at the Policy and Resources meeting on the 19th July, which had concerned the need to find substantial savings on the running costs of the village hall (currently budgeted at a deficit of £8,000). The village hall committee had recommended making the role of caretaker redundant and had sought advice from Hedleys, the Parish Council solicitor, who had confirmed that this could be done. Cllr Chapman had agreed to be involved, as had the potential new councilor.

Cllr Wenman advised that, if the caretaker was made redundant and then took the role as cleaner to the village hall, at 8 hours a week, this would save the Council approximately £3,000. The Clerk had obtained a reduction in the rates, which saved a further £1,000. This left a deficit of £4,000, and it was hoped that this would be reduced to zero over the next 2/3 years by increased hall charges and promotion.

Members discussed how the redundancy should be handled, and noted the following:

1. Hedleys would give advice on the exact process, to ensure that this matter was handled correctly and within the law.
2. Hedleys would be asked to draft the letter to the caretaker setting out the reasons for redundancy, and also explaining the terms and the redundancy payment.
3. Hedleys would be asked for a template contract for the role of cleaner, and would be asked for clarification on whether the caretaker could be offered the role of cleaner at the same time as she is given notice of redundancy.
4. Cllr Hogben requested that the hours for the role of cleaner be left flexible, as 8 hours might not always be necessary.
5. During the redundancy interview, which would be conducted by the Chairman and Clerk, it should be made clear to the Caretaker that an option to reducing costs would be to give up the hall completely. A recent circular from SCAP&TC had advised that consideration was being given to capping parish council precepts, and this was very relevant to the future of the hall.
6. Cllr Hogben requested that a letter be written to the Estate, advising them of the Council's actions to reduce the deficit on running the hall, and asking them if they would help by reducing the rent.

Cllr Wenman PROPOSED the following:

1. that the role of caretaker be made redundant as a result of re-organisation of the management of the village hall, and that the caretaker receive the statutory redundancy payment of £1948.80 (this amount to be confirmed by Hedleys).
2. that a cleaner be employed for up to 8 hours a week at current market rates, and that this role be flexible regarding number of hours and days that they are worked. The caretaker to be offered first refusal of this role.
3. that Hedleys be engaged to advise the Council through this process, at a fee of

approximately £500 + vat, in addition to the £160 + vat which had been expended on their advice to date.

This was SECONDED by Cllr Hogben, with all in favour.