

BRACKLA COMMUNITY COUNCIL



EXTRAORDINARY MEETING OF THE FULL COUNCIL 8 August 2019 at 8.00 pm Committee Room, Brackla Community Centre

Members Present

Cllr John Spanswick (Chair)
Cllr David Aston
Cllr June Brett
Cllr Tom Giffard
Cllr Keith Hughes
Cllr Andy Johnston
Cllr Aniel Pucella
Cllr Kay Rowlands
Cllr Tyler Walsh

4 **Apologies for Absence**

Cllr Ian Hibble
Cllr Ciaron Jackson

5 **Declarations of Interest**

None

6 **Introduction of an Apprenticeship Scheme – Financial Consideration**

The Clerk of the Council presented the recommendations of the Finance Committee and the Human Resources/Personnel Committee. These included the following:

Finance Committee

That if Full Council agree to introduce an apprenticeship scheme for the Temporary Clerk:

- 1. The apprenticeship be based on a 16 hour week. This was proposed by Cllr K. Rowlands and seconded by Cllr T. Walsh;*
- 2. The rate of pay for Year 1 of the apprenticeship be £6.70 per hour with the view that an increase the following year would hopefully provide an incentive for the apprentice to continue;*

3. *The rate of pay for Year 2 of the apprenticeship be the national minimum wage of £7.70;*
4. *Funds be used from the £13,300 added to the budget for 2019/20, divided up in the following way; £3,000 set aside for planned future local elections, £3500 allocated to replenish the Community Centre general funds, which would leave £6,800 to go towards an apprenticeship.*

Human Resources/Personnel Committee:

1. *The Committee supported the proposals of the HR/Personnel Committee in relation to hours and rates of pay. This was proposed by Cllr D. Aston and seconded by Cllr T. Walsh.*
2. *It was proposed that the title of the apprentice should be 'Admin Officer' subject to the agreement with the provider that we do not have to include 'apprentice' in the title;*
3. *The Committee recommend the purchase of office equipment including desk, chair and computer;*
4. *The Committee recommend that the apprentice have a main focus on organising events, promoting the Community Centre and exploring possible sponsorship, donations and grants that that the Council could access;*
5. *It was proposed that the Clerk of the Council would report back on the Apprenticeship to the Members of the HR/Personnel Committee on a half yearly basis.*

The Responsible Finance Officer advised the Members that there would be an annual increase in the minimum wage for the second year. He further explained the budget and where funding could potentially be provided for the apprenticeship.

Members agreed a 16 hour contract would be suitable but requested that the contract also include an agreement for extra hours for one-off projects as required and approved by Full Council.

The Clerk of the Council advised that a provider for the apprenticeship had been identified and she would contact them as soon as possible to get things started.

Members proposed that the Council try to promote the apprenticeship and the Council as it was believed that it is the only such scheme within Town and Community Councils in the County Borough.

It was suggested that based on discussions during the finance meeting, Council note that there may not be the opportunity to replace all the Christmas lights this year. It was agreed that more would be known following the Clerk's meeting with the company involved with the Christmas lights and that this would help advise the precept meeting in November where Members could consider the plan for the future.

Resolved:

The recommendations of both the Finance and Human Resources/Personnel Committees in relation to the introduction of an apprenticeship scheme within Brackla Community Council were agreed. These were proposed by Cllr D. Aston and seconded by Cllr A. Johnstone.

7 Brackla in Bloom

Members discussed the possibility of receiving donations or sponsorship for the event. The Clerk of the Council explained that advice from One Voice Wales stated that Councils were empowered to accept gifts of money and that this can be in the form of sponsorship as long as it showed in the accounts as gifts/sponsorship. Members requested that the Clerk check whether we have to have a register for such donations/gifts.

Discussions were held over the funding for catering for Brackla in Bloom.

Resolved:

It was agreed:

- a) To go ahead with the Brackla in Bloom event as planned with afternoon tea provided, this was proposed by Cllr K. Hughes and seconded by Cllr D. Aston;
- b) To seek any possible donations towards this;
- c) Members agreed to donate prizes for the raffle for Brackla in Bloom;
- d) To add the item of sponsorship/donations to the agenda for the next Full Council meeting in order to discuss and agree a plan going forward.

Meeting Closed at 8.40pm

Signed by the Chairperson 2019/20

Cllr John Spanswick

Dated: