

**SWANWICK PARISH COUNCIL  
MINUTES OF EXECUTIVE COMMITTEE  
12 JANUARY 2012**

**Present:** Cllrs Fretwell, Barnett, Dale, Hardwick, Payne, D Staton, Watson

Also present Cllr P Staton

**1. Apologies:** None needed

**2. 3rd Quarter Budget Report**

The Clerk circulated the spend and accruals as at 30 December 2011, a total of £66,760 spend to date, budget on target for the year end.

**RESOLVED:**

That the 3<sup>rd</sup> Quarter Budget Report be accepted.

**3. Budget 2012/13**

**3.1 Administration Budget**

The clerk reported that the administration budget could be contained within the existing provision.

**3.2 Committee Chairs Budget Requirements**

The meeting discussed the various requirements for the Council's Committees. The Chair of the Executive Committee felt that the need for the Parish Plan is extremely important, and consultants should be engaged for this, this could cost in the region of £20,000. Cllr Dale offered to put together a service contract for this.

**3.3 Recommendation to Full Council - precept 2012/13**

That the precept be set at £111,300, as per the attached sheet.

**RESOLVED:**

That the process of engaging consultants for assistance with the Parish Plan is commenced. Cllr Dale to draw up a service contract as and when appropriate.

**RECOMMENDED:**

That the precept be set at £111,300 for 2012/13.

**4. Swanwick Parish Council – Employee Rules (handbook)**

This has been previously circulated to all for comments. All Councillors comments have been noted and the Executive Committee have taken into account Cllr Dale's professional advice. A question raised was the reporting line for the Clerk on day to day matters.

**RESOLVED:**

The handbook will be issued. That thanks be given to Cllr Dale for her hard work with this matter.

That for day to day matters, the Clerk reports direct to the Chair of the Council with the advice of appropriate Councillors.

**CONFIDENTIAL SESSION**

**5. Village Caretaker – cover for sick leave.**

Currently the caretaker works two out of five days, but has been sick since beginning of November.

**RESOLVED:**

To advertise a temporary position to cover the sick leave, in conjunction with permanent position for 1 day per week. The sickness absence to be dealt with by the Clerk and Cllr Dale as per the Council Handbook.

Meeting Closed at 8.30pm