

Killamarsh Parish Council

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Date Issued: 03 September 2021

NOTICE OF EVENTS & COMMUNICATION COMMITTEE MEETING

To All Members of the Events & Communication Committee

Notice is hereby given that the scheduled meeting of the Events & Communication Committee will be held at 19:00 on Wednesday 08th September 2021, to be held in the Parish Suite.

Cllr Steve Clough

Appointed Acting Proper Officer to the Parish Council

Chairman of the Parish Council

CORONAVIRUS MEASURES

- Killamarsh Parish Council (KPC) will continue to operate a Covid-19 secure building.
- Attendees will be encouraged to register their attendance on arrival and encouraged to sanitize their hands on entering the building. KPC would like to continue to encourage masks to be worn at all times (unless an exemption applies) and social distancing to be observed. You should not attend where you have been advised to self-isolate by NHS Test and Trace.
- Any members of the public wishing to attend are required to register their attendance and book a seat by contacting the parish council via email on parish.clerk@killamarsh-pc.gov.uk.
- Members of the public who are unable to attend can email their questions to the Locum Clerk in advance of the meeting which will be read out under the public participation session.

Events & Communication Committee Membership

Cllr Alex Platts (Chair)

Cllr Steve Clough

Cllr Wendy Tinley

Cllr Nick Challenger

Cllr Carol Lacey

Cllr John Windle

Recording of Council Meetings

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

Public Participation

- Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting
- Any member of the public shall not speak for more than three minutes.
- A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

AGENDA

1. Committee Chair and Vice-Chair

1.1 To note that Councillor Alex Platts was elected as the Committee Chair of the Events & Communications Committee at the annual council meeting held on the 24 May 2021.

1.2 To appoint a committee Vice-Chair for the ensuing year.

2. Chairman's Opening Announcements

To receive the Chair's opening announcements.

3. Apologies for Absence

To receive and approve apologies for absence and reasons given to the Appointed Acting Proper Officer prior to the meeting.

4. Declarations of Disclosable Pecuniary and Other Interests

4.1 To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the Agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

4.2 To receive, consider and record Councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Proper Officer prior to the meeting.

5. Adjournment for Public Participation

To adjourn the meeting for 15 minutes to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

6. Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960

To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

7. Minutes

This is a newly formed Committee, and this will be the first meeting of the Committee

8. Remembrance Day Parade – Sunday 14th November 2021

To discuss and determine the requirements needed for the Remembrance Day Parade on Sunday 14th November 2021. (See attached information),

9. Christmas Decorations

To discuss and consider the requirements for Christmas 2021 (information attached).

10. CLOC Building

Now resignations have been received from KCTA and the Trust, the building, contents and associated accounts are transferring to the Parish Council, we need to discuss and consider the short to medium term impact on the Parish Council and look at options available to us to manage its sustainable future.

11. Projected 3 Year Budget Requirement

To discuss and determine what the budget requirements will be for the Committee's area of responsibility for the next 3 years (current forecasted budget attached).

12. Parish Suite Refurbishment

12.1 To discuss and determine the best approach to the refurbishment options and costs (attached).

12.2 To determine what the next steps are.

13. Communications Strategy

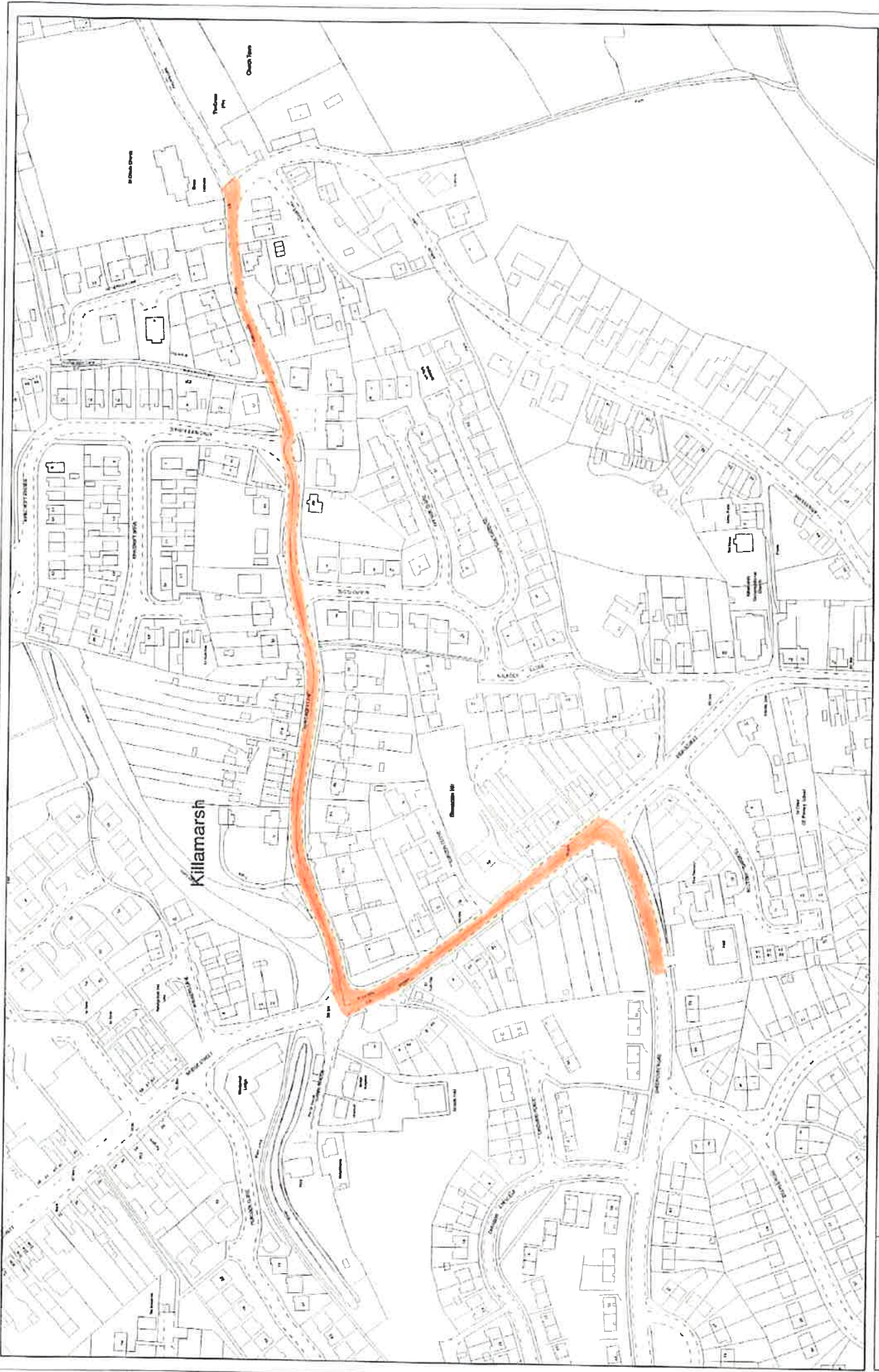
To consider the future communications strategy for the Parish Council (social media and newsletter policy attached).

14. Any items for discussion for a future agenda

To notify the Acting Proper Officer of any matters for inclusion on the agenda of the next meeting.

15. Date of the Next Committee Meeting

Next ordinary meeting of the Events & Communication Committee to be convened Wednesday 3rd November at 7pm.



report no.
1

Killamarsh Remembrance Day Parade

title

scale
1:2500

OPTION 2 - DRAFT 21/22 BUDGET FOR DISCUSSION - ALL AREAS NOT INCLUDING SPORTS CENTRE - CONFIDENTIAL

Under income or minor expenditure		RED Changes due to SC transfer to NEDDC			
HEADING	AREA-INCOME	CODE	Committee Budget Requested 21/22	Forecasted 21/22	Forecasted 21/24
101 CM	RENT RECEIVED-Youth Library	1001	250	250	250
212 BAR-CAT	ROOM HIRE NONE SPORTS	1002	10000	10000	20000
212 BAR-CAT	BAR	1040	5000	7000	20000
212 BAR-CAT	CATERING / Entertaining / income from coffee	1045	0	0	0
212 BAR-CAT	MIRC JRS GRANT	1186	0	0	0
301 ALL BI	ALL ALLOTMENTS	1001	1000	1000	1000
321 P & OS	WAYLEAVES & EASEMENTS	0	0	0	0
801 C S	COVID-19 SUPPORT GRANT	1172	11402	0	0
801 C S	PRECEPT	1176			
801 C S	Parish Newsletter for adverts-see expenditure	1028			
801 C S	GRANTS RECEIVED	1177	0	0	
801 C S	BANK INTEREST	1180	1370	13.1	13.1
802 OS	DCC RIGHTS OF WAY GRANT	1128	465	465	465
	TOTAL INCOME		£18,119	£20,190	£43,718
STAFF COSTS					
HEADING	AREA-EXPENDITURE	CODE	Committee Budget Requested 21/22	Forecasted 21/22	Forecasted 21/24
101 CM	PENSION ADDED YRS-Ex employee	4008	800	800	800
101 CM NEW	LEGAL FEES	4056	5000	5000	5000
102 D R & M	RENT OF NEDDC NOTICE	4013	1	1	1
106 KIC	KILLMARSH IN COLOUR/CHRISTMAS	4706	14200	14200	20000
107 G & D	Grants & Donations (incl S137)	4711	5000	5000	5000
108 C & P	LOAN INTEREST P&L B	4054	0	0	0
108 C & P	LOAN CAPITAL REPAID P&L B	4055	0	0	0
108 C & P	Cap - BIRCHLANDS COMM PARK FUR	4988	0	0	0
109 C & P	IN YEAR CAPITAL/RESERVE inc sinking fund	4683	25000	25000	41250
108 C & P	TFR FREAMARKED RSU	4688	0	0	0
212 BAR-CAT	BAR WET STOCK INC CL STOCK	3101	2000	2000	15000
212 BAR-CAT	FOOD & DRINK PURCHASES	3120	500	1000	7000
212 BAR-CAT	NON FOOD PURCHASES	3125	500	1000	1500
212 BAR-CAT	BARCATERING PROSE	4054	22500	41250	42668
212 BAR-CAT	PUBLICITY & STATIONERY BARCATERING	4032	1000	1000	1000
212 BAR-CAT	BAR CATERING GASES/TOOLS in BI	4040	500	500	1500
212 BAR-CAT	STOCKTAKING FEES	4061	0	0	1250
212 BAR-CAT	ENTERTAINERS	4072	500	1500	1500
212 BAR-CAT	REUNDANCY PAYMENTS	4100	0	0	0
212 BAR-CAT	FOOD/DRINK LICENSES	4115	400	500	1000
321 P & OS	RENT Paid for the year	4013	86	86	86
321 P & OS	DOG BIN EMPTYING & Purchase 4 bins	4018	6000	6000	8000
321 P & OS	GROUNDS MAINTENANCE	4037	20025	20025	26000
331 CEM	WATER RATES CEMETERY	4012	100	150	150
331 CEM	REFUSE DISPOSAL CEMETERY	4018	1500	1600	1700
332 C & C	ELECTRICITY CHURCHCEMETERY	4014	400	400	500
332 C & C	CHURCH CLOCK ANNUAL SERVICE	4038	340	340	400
401 H & SF	RENT	4013	40	40	40
402 CCTV	ELECTRICITY CCTV	4014	750	750	800
301 CB	COMMUNITY BUS	4702	5500	0	5000
801 C S	OFFICE BASIC SALARIES inc Ir from EMR	4004	63220	63220	66774
801 C S	TRAINING FOR ALL STAFF	4008	200	200	200
801 C S	MILEAGE ALL STAFF	4008	200	200	200
801 C S	MISCELLANEOUS ALL AREAS	4020	500	600	900
801 C S	POSTAGE	4022	700	700	750
801 C S	STATIONERY/PRINTING/COPIES	4023	1500	1500	2000

New Covid Support Grant added from District for one year only

Paid in arrears upto £465 in Apr 21

Who - Sports or Office/Bar?

Outgoing legal issues relating to land

Needs to cover capital commitments but no with sports centre

New Staff for 6 months only 21/22 Part time Parish manager/supervisor and cleaner or could be covered by Parish Office?

Need to review contracts

Currently under review. Taken out for 1 year

Need to review due to no sports centre management required

Could be reduced to £1.5k this year

Need to consider whether we need large printer scanner or not

901 C S	SUBSCRIPTIONS/BOOKS	4024	1600	1600	1500	1000
901 C S	INSURANCE	4025	13373	9000	9000	9000
901 C S	PARISH NEWSLETTER Printing	4026	1859	1859	1859	1859
901 C S	OFFICE EQUIPMENT/MAINT	4027	1000	500	1000	1000
901 C S NEW	ELECTION CHARGES	4028	2000	2000	2000	2000
901 C S	Maintenance repairs-all items	4038	10000	6000	6000	6000
901 C S	IT HARDWARE AND SOFTWARE	4046	14800	7000	6000	6000
901 C S	BANK CHARGES	4051	1100	1100	1100	1100
901 C S	AUDIT FEES EXTERNAL-GT	4057	1600	1600	1600	1600
901 C S	AUDIT FEES INTERNAL-AS	4058	1700	1700	1700	1700
901 C S	ACCOUNTANCY FEES-DOCK MONTH/ANN	4059	7000	3000	3500	3500
901 C S	NEIGHBOURHOOD PLAN	4066	0	0	0	0
901 C S	REUNDANCY PAYMENTS	4100	0	0	0	0
902 OS	HP BASIC GROSS	5004	30710	31824	31861	31861
902 OS	HP EQ AND TOOLS FOR CENTRE/VILLAGE	4040	1500	1500	1500	1500
902 OS NEW	VEHICLE LEASING	4043	2000	3000	3000	3000
902 OS	VEHICLE FUEL MOT ETC	4044	1500	2000	2000	2000
902 OS	TFR FR EARMARKED RESERVES	4698	0	0	0	0
	Lease cost Offices and Parish Suite		16000	22000	22000	22000
	Subsidy payment to NEDDC		300000	100000	75000	75000
	TOTAL EXPENDITURE		4278,207	4486,519	4489,203	4489,203
	TOTAL INCOME/EXPENDITURE		4283,062	4488,673	4385,445	4385,445

indicated? as sports centre to be covered by NE

By election in 21/22

reduced as just parish suite internal

Will we need a server and extensive IT equipment just for Parish Office?

50% fees expected as no sports centre

Increase in van use

Server Update	£	3,500.00	£	3,500.00	£	3,500.00	£	3,500.00
Van	£	3,000.00	£	-	£	-	£	-
Projected Capital Reserves	£	51,000.00	£	48,500.00	£	52,000.00	£	55,500.00
Allocated Capital Spend on Condition Surveys	£	8,000.00	£	-	£	-	£	-

77 Requirement could be reduced

Now Leased

Environment/Future village plans

Environment/Future village plans	£	69,306.04	£	-	£	-	£	-
Elections	£	2,000.00	£	2,000.00	£	2,000.00	£	2,000.00
Legal Fees	£	20,000.00	£	5,000.00	£	5,000.00	£	5,000.00
Legal Fees	£	28,784.00	£	28,388.00	£	41,250.00	£	41,250.00
Projected General Reserves	£	131,457.00	£	166,848.00	£	215,068.00	£	283,348.00

Saving for elections costs every 4 years

Chipping legal case

Reduced without sports centre

Reduced without sports centre

		Present				
%		Increase	Amount		Amount	
0%	£	£	£	485,263.00	£	485,263.00
1%	£	£	£	4,952.03	£	500,215.03
2%	£	£	£	9,905.26	£	505,168.26
3%	£	£	£	14,857.89	£	510,120.89
4%	£	£	£	19,810.52	£	515,073.52
5%	£	£	£	24,763.15	£	520,026.15
6%	£	£	£	29,715.78	£	524,978.78
7%	£	£	£	34,668.41	£	529,931.41
8%	£	£	£	39,621.04	£	534,884.04
8.50%	£	£	£	42,087.36	£	537,360.36
9%	£	£	£	44,573.67	£	539,856.67

Figures allocated from back payment of over paid Business Rates in previous 3 years upto 2021

Information for the Agenda

Agenda – Item 8

There is a requirement to complete a road closure application pack by 13th September 2021, contact for this is Mr Tim Corby at NEDDC. The usual route map has been attached to the agenda.

The office would normally work closely with St Giles Church and issue invite letters to dignitaries, local MP, businesses and voluntary groups, around 16 in total plus Councillor invites. The police are also sent a request to provide an escort for the parade.

Spending for wreaths will need to be approved and orders placed.

Agenda Item 9

In 2020 we were provided with 20 LED Christmas trees at a cost of £2400, also extra to this cost was a cost of £414 for testing the lamp posts prior to installation of the trees. Additionally a number of LED lights were purchased for a number of trees on Bridge Street and also the placement of a Christmas Tree in the Aldi precinct, at a cost of £125.

There will also need to be a determination in relation to the main Christmas tree this year, usually displayed by Copytech Ltd and paid for previously by KCTA. As KCTA will be passed to the Parish Council at the end of September, we will need to decide on the tree and its location.

DETAILS OF POLICY	
Policy No	KPC 60
Policy Title	Newsletter Policy
Committee/Working Party Responsible	Full Parish Council
Version	1
Adoption Date	28/09/2020
Details of Revisions	

The Policy

1. Background

Killamarsh Parish Council has a newsletter called the “Killamarsh Parish News” It will be produced 3 times per year and will normally be no larger than 4 sides of A4. It will be printed and distributed to all homes in the village. The cost of printing and distribution will be met by the Parish Council from the precept collected via the Council Tax from residents. A budget code will be allocated to all income and expenditure related to the newsletter.

2. Aims

As a publicly funded publication, The Killamarsh Parish Council Newsletter shall be for the purpose of notifying residents of the achievements, activities of, and other relevant news from Killamarsh Parish Council. It will be non-political in its content.

- 2.1. To publish key matters of the Parish Council.
- 2.2. To publish Parish Council key dates of meetings and parish events.
- 2.3. To promote the Leisure Centre and Parish Council activities.
- 2.4. To publish news from different levels of governance e.g. DCC, NEDDC, Police.
- 2.5. To publish any consultation processes and outcome of democratic events.
- 2.6. To provide details of each member of the Council.

3. Editorial

- 3.1. The newsletter will be led by the Chair of the Council and a forward presented in each issue.
- 3.2. All ideas will be presented to the Communication Working Group for consideration and agreement on articles, these will then be passed to the Clerk for processing the administration of the newsletter. Items will be submitted for inclusion no later than the deadline specified in the previous edition.
- 3.3. Community groups and events which use Parish Council premises will be considered for inclusion.
- 3.4. No articles of a political or controversial nature will be accepted.
- 3.5. No article will be published which is submitted anonymously. However, the author may request that their identity be withheld from print.
- 3.6. The draft publication will be circulated to members of the Communications Working Party for consideration and the Chair for approval.
- 3.7. The final draft of the publication will be sent to the Full Parish Council for information only. No further changes will be made.
- 3.8. Rights are reserved for articles not to be included, without reason.

4. Advertising/Sponsorship

This will be discussed annually by the Council Finance Committee when formulating its budget for the coming financial year. Wherever possible advertising and sponsorship should be promoted.

DETAILS OF POLICY	
Policy No	KPC 51
Policy Title	Social Media Policy
Committee/Working Party Responsible	Full Parish Council
Version	1
Adoption Date	09.04.20
Details of Revisions	

The Policy

1. About this policy

- 1.1. This policy is in place to minimise the risks to Killamarsh Parish Council through use of social media.
- 1.2. This policy deals with the use of all forms of social media, including Facebook, LinkedIn, Twitter, Wikipedia, Whisper, Instagram, Vine, Tumblr, Periscope and all other social networking sites, internet postings and blogs. It applies to use of social media for business purposes as well as personal use that may affect our business in any way.
- 1.3. This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Personal use of social media

Personal use of social media during working hours is permitted only on your own equipment and not that belonging to the Council. Business use is permitted so long as it does not involve unprofessional or inappropriate content, does not interfere with your employment responsibilities or productivity and complies with this policy.

Staff must be mindful that any online activities/comments made in a public domain, must be compatible with their position within the Killamarsh Parish Council, and safeguard themselves in a professional capacity.

3. Prohibited use

- 3.1. You must avoid making any social media communications that could damage our interests or reputation, even indirectly.
- 3.2. You must not use social media to defame or disparage us, our staff or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate colleagues or third parties.
- 3.3. You must not express opinions on our behalf via social media, unless expressly authorised to do so by your Line Manager. You may be required to undergo training in order to obtain such authorisation.
- 3.4. You must not post comments about sensitive council related topics, such as our performance, or do anything to jeopardise our operational activities, confidential information and intellectual property. You must not include our logos or other trademarks in any social media posting or in your profile on any social media.
- 3.5. Do not discuss work-related issues online, including conversations about colleagues, Councillors, complaints, management or make disparaging remarks about colleagues or the Council. Even when anonymised, these are likely to be inappropriate. In addition, doing this in the presence of others may be deemed as bullying and/or harassment.
- 3.6. Do not under any circumstances accept friend requests from a person you believe could be a 'service user' or may conflict with your employment.
- 3.7. The contact details of business contacts made during the course of your employment are our confidential information. On termination of employment you must provide us with a copy of all such information, delete all such information from your personal social networking accounts and destroy any further copies of such information that you may have in line with GDPR regulations.
- 3.8. Staff should not access social media sites at any time on Council owned equipment, unless they have been directed to do so as part of their tasks relating to Parish Council social media pages. If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from posting it until you have discussed it with your Line Manager.
- 3.9. Any misuse of social media should be reported to your Line Manager.

4. Guidelines for responsible use of social media

- 4.1. Protect your own privacy. To ensure that your social network account does not compromise your professional position, ensure that your privacy settings are set correctly. Remember to upgrade access settings whenever the application / programme is upgraded.
- 4.2. When setting up your profile online consider whether it is appropriate and prudent for you to include a photograph, or provide occupation, employer or work location details. Comments made outside work, within the arena of social media, do not remain private and so can have an effect on or have work-related implications. Therefore, comments made through social media, which you may intend to be "private" may still be in contravention of the Employee Code of Conduct, the Harassment and Bullying Policy and/or the Disciplinary Policy.
- 4.3. Once something is online, it can be copied and redistributed making it easy to lose control of. Presume everything you post online will be permanent and can be shared. You should make it clear in social media postings, or in your personal profile, that you are speaking on your own behalf. Write in the first person and use a personal e-mail address.
- 4.4. Be aware that other users may access your profile and if they find the information and/or images it contains offensive, make a complaint about you to the Parish Council as your employer.
- 4.5. Ensure that any comments and/or images cannot be deemed defamatory, libellous or in breach of copyright legislation.
- 4.6. You can take action if you find yourself the target of complaints or abuse on social networking sites. Most sites will include mechanisms to report abusive activity and provide support for users who are subject to abuse by others.
- 4.7. If you do find inappropriate references and/or images of you posted by a 'friend' online you should contact them and the site to have the material removed. It is wise to alert your friends in advance to the implications for you, as a school employee, of posting material related to you.
- 4.8. If you find inappropriate references to you posted by colleagues, Councillors, service users or other members of the Killamarsh community, report this to the Parish Clerk.
- 4.9. If you are very concerned about someone else's behaviour online, you should take steps to raise your concerns. If these are work related you should inform your Line Manager.
- 4.10. Staff should also act in accordance with the Parish Council's Code of Conduct, Policy on the Acceptable use of I.T. & Telecommunications, the Internet and Electronic Communication, Safeguarding Policy and Harassment and Bullying Policies.
- 4.11. If you see social media content that disparages or reflects poorly on Killamarsh Parish Council, you should inform your Line Manager.

5. Breach of this policy

- 5.1. Breach of this policy may result in disciplinary action up to and including dismissal. Serious breaches of this policy may constitute gross misconduct, which could result in summary dismissal. Any member of staff suspected of committing a breach of this policy will be required to co-operate with our investigation, which may involve handing over relevant passwords and login details.
- 5.2. You may be required to remove any social media content that we consider to constitute a breach of this policy. Failure to comply with such a request may result in disciplinary action.