

# CAPEL PARISH COUNCIL

Minutes of the **Staff, Office & Admin Committee** Meeting  
held on **Thursday 19 October 2023 at 7.30pm in Capel Village Hall**

## **Present:**

CLlr Suzi Rich – Chairman, Cllrs: Ashley Saunders, Sian Young, Trevor Sawyer

## **In attendance:**

Louise Goldsmith – Clerk

<b>Agenda No</b>	<b>Minute No.</b>	
<b>1.</b>		<b>ADMINISTRATION:</b> Mobile Phones switched off. No intention to record received.
<b>2.</b>	<b>92.</b>	<b>APOLOGIES FOR ABSENCE:</b> There were none.
<b>3.</b>	<b>93.</b>	<b>DECLARATIONS OF INTEREST:</b> None.
<b>4.</b>	<b>94.</b>	<b>APPROVAL OF MINUTES</b> The minutes of the meeting held on the 15 June 2023 were approved as a true and accurate record and were signed by the Chairman.
<b>5.</b>	<b>95.</b>	<b>OPEN SESSION:</b> There were no members of the public present.
<b>6.</b>	<b>96.</b>	<b>CLERK</b> <b>Remuneration:</b> <b>RECOMMENDATION TO FULL COUNCIL</b> <b>To increase the Clerk’s salary to scale SCP 26 (carried 3 in favour and 1 against).</b> <b>Annual Leave:</b> The annual leave dates for the Clerk for 2024 were noted.
<b>7.</b>	<b>97.</b>	<b>WEBSITE</b> Members considered and discussed quotes obtained by the Clerk for a replacement website. It was noted that the cost of a complete redesign was quite prohibitive and that the terms and conditions of the contract with the current website provider states that the management of the website cannot be transferred to an alternative provider. The Clerk advised that the current website provider has since offered to revamp the current layout of the website free of charge. The Clerk has suggested some changes to the layout and additional directories. The Clerk shared a ‘staging website’ created by the current website provider based on these suggestions. The website provider has also added a mailing list sign up feature which will allow visitors to sign up for email notifications which is something the Clerk would like to progress. The website provider has also confirmed that the main features are compatible with accessibility requirements. The current website provider does not take responsibly for ensuring uploaded documents are compatible. The Clerk suggested that some training on making documents compatible would be helpful. Members noted and were satisfied with the fact that the current accessibility

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statement on the website does state that not all documents are accessible and to contact the Clerk if a particular document needs to be converted.

**RECOMMENDATION TO FINANCE COMMITTEE: To continue with the current website provider and launch the revamped website and to review the content at the next meeting.**

**8. 98. PARISH OFFICE:**

**Photocopier/Printer**

It was noted that the current photocopier/printer, which is over 10 years old requires new parts. It was agreed that the cost of the replacement parts and the ink cartridges makes the machine no longer cost effective. The Clerk has investigated the cost and benefits of leasing a photocopier/printer which many Parish Councils prefer to do. The Clerk presented two quotes. Copier King is offering to deliver and install a Konica Minolta Bizhub A3 colour printer/copier and scanner free of charge. Copier King will provide a fully inclusive service and support contract for the printer and unlimited toner/parts/service/breakdown and network support. The cost per print will be 0.005p per mono print, and 4p per colour, scanning is free of charge. The Clerk advised that her other parishes would be interested in having printing done at an agreed chargeable rate. The Clerk currently uses a small home photocopier/scanner for their printing which again is both inefficient and expensive. Members were, in principle, in agreement with this suggestion and it was noted that there is a facility to assign cost centres on this printer.

**RECOMMENDATION TO FINANCE COMMITTEE: To accept the above quote from Copier King and to agree that the Clerk can undertake copying for other bodies at an agreed charge of £0.05p per mono print and 5p per colour.**

**Meeting Dates 2023:** Noted and agreed to present to Full Council.

**9. 99. TRAINING:**

There has been no formal requests. The Clerk suggested that refresher training on the Code of Conduct and the role of a Councillor could be beneficial to all Members. It was agreed that the Clerk should begin to prepare an induction pack for the new Council next May and investigate what training on the Code of Conduct might be available. The Clerk will also investigate the availability and cost of alternative training on making documents accessible on the website.

**10. 100. DATE OF NEXT MEETING.** Thursday 19 January 2024 at 7.30pm.

With no further business to discuss the meeting closed at 8.05pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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