

ITEM 10 – PROJECT OFFICER ROLE – PROPOSAL BY CHAIRMAN

Members will be aware that our Project Officer's role needs to be considered for renewal this month if that is the wish of the Council. I propose that the Council continues the Project Officer's contract for a period of 12 months, to be reviewed after 6 months for the following reasons.

- The Parish Clerk, Mark Ramshaw, is in full time employment and is unable to work more than 10 hours per week in any circumstances. This is sufficient to act as Proper Officer including servicing of PC meetings and routine Correspondence but little more. It is clear that for the foreseeable future there is more work to be done in other areas of Council business. The budget for the employment of officers was set at 20 hours per week, therefore employment of the Project Officer will not result in any unforeseen revenue expenditure.
- Cemetery - although work on the cemetery is progressing and significant progress has been made there needs to be ongoing improvement in administration and continuing identification of existing graves. Action also required to implement the remaining recommendations of Cemetery Development Services.
- VAT - some historical claims have been progressed but there are more to do.
- Parish Council archives – There is still work to do to identify records that must be retained and make arrangements for storage in the County Archives Office.
- Foundation Standard of Local Council Award Scheme – Council has indicated that we should aim to achieve this standard. This will require a significant body of work.
- Standing orders and other policies – Standing Orders are in need of updating and other policies need periodic review
- Should the Parish Clerk be unavailable (sickness or leave etc) the Project Officer is able to provide continuous professional support so that the business of the Council continues uninterrupted.
- Due to the incumbent now having more than two years continuous service with the Parish Council and associated employment rights, there is a potential liability to Council of about £500 for a statutory redundancy payment if the Council at some future date decides that the post is no longer required. This amount will increase marginally for each year of employment.

I commend this proposal to the Council.



Chairman 15 September 2017