Clerks Report

OCTOBER 2020

1. FOOTBALL

Following Council's decision on 5th October 2020 to allow use of the changing rooms, which was to allow senior team players to use the changing rooms on a 2in 2 out basis as long as our insurance allows, we put the question to our insurance provider and have received the following response:

"I am in agreement that the latest Government guidelines do clearly state that indoor facilities should remain closed where possible and this extends to changing rooms unless specific access is required (disability needs etc.). Players should continue to arrive in equipment/kit, and should continue to shower at home.

If the council do knowingly go against these guidelines it could be considered a breach of the undernoted Reasonable Care Policy Condition and the cover may not react in the event of a claim.

Reasonable care condition

You must take reasonable steps to

1 prevent or protect against injury, loss or damage
2 keep your premises, machinery, plant and equipment and all other property insured in good condition and in full working order
3 remedy any defect or any danger that becomes apparent, as soon as possible.
If required by us, you must allow access to your premises and/or activities of your business to carry out inspection or survey. You must complete any risk improvements that we ask for, within a reasonable period of time advised by us.

We will not pay your claim where you have not complied with this condition."

I therefore informed Broadclyst Football Club that our insurance does not allow the re-opening of the changing rooms, except where specific access is required to meet disability needs.

I further noted that we will not review this further until government guidance changes, trusting that we can work with the Club at that point to put in place whatever risk mitigations may be necessary.

2. COMMUNITY BUDGET CONSULTATION DEFERRAL

Further to the Council's resolution to undertake a participatory budgeting exercise to inform the 21/22 budget - taken on 19th December 2019 (Minute ref 19/186) - and informal agreement on 12th October 2020 (Minute ref 20/117) to prioritise the Reg. 14 Neighbourhood Plan consultation so as to avoid consultation overload/fatigue, the deferral of the community budget consultation has been actioned.

The consultation was set to go ahead, and the letter approved on 5th October (Minute ref 20/104), however I determined - after consultation with and agreement of the Council Chairman and Finance Chairman - that the logic to prioritise the NP consultation and subsequent deferral of the community

consultation constituted urgent business for the Clerk to discharge (i.e. to inform the third party that Council is not proceeding with the budget consultation at this time).

NB: In determining if I could make this decision under delegation, I noted that the wording of the agenda item on 5th October was not for the Council to resolve to ***do*** the community consultation, but to approve a part of an earlier resolution (approval of a consultation letter to go to residents), with delegation to Finance Chair and Clerk and budget limit etc.
I further noted that The Council's ***original*** resolution to run some sort of participatory budgeting exercise to inform the 21/22 budget was taken on 19th December 2019 (Minute ref 19/186c) which is more than 6 months ago and therefore the Council is not in breach of Standing Orders by revisiting its previous decision.

Recommendation: For Council to note the delegated action and to formally resolve the deferral of the community budget consultation.

3. STRATEGIC PLAN

This part of the report supports agenda item 20/123ii.

The Strategic Plan is an overarching document that provides the operational framework for an organisation. It sets out how the organisation will deliver its vision, incorporating aims and objectives, identifying available resources for implementation (including budget), and indicating method(s) for measuring its success.

The Broadclyst Parish Council Strategic Plan will provide the delivery framework and operational mechanisms for the Council to identify and meet the changing needs of its growing community, leading it forward in these times of unprecedented strategic housing development and change. Robust governance and strong performance go hand in hand; the strongest governance is underpinned by a strong Senior Leadership Team (SLT). In a local council setting this will comprise the Clerk, senior elected Members, and potentially other senior/key Officers and key external parties.

A Strategic Plan will:

- summarise the Council's agreed priorities;
- inform the Council's Annual Action Plan;
- informs accurate preparation of the forward budget;
- provide a fully mandated instruction for the Clerk to action;
- provide a framework for the delivery of community projects, including those identified through the Neighbourhood and Transport Plans;
- provide the Council with a quantifiable way (through key performance indicators) to measure its performance;
- engender confidence in local democracy.

3.1. Elements of the Strategic Plan

3.1.1. The Vision

The Strategic Vision states an organisation's purpose; it gives an overview of what the organisation wants to achieve, where it wants to be and how it will look, linking today with tomorrow.
The right vision is one that results in a realistic, credible, attractive future for that organisation so the vision must:

- Be feasible and not 'far-fetched' (realistic);
- inspire employees and stakeholders as well as being credible and relevant, enabling people to 'buy-in-to-it' (credible);
- be inspirational and make people want to be involved (attractive);
- be future proof: the vision looks ahead; it is not about yesterday or today.

3.1.2. Principles

The Council should identify the non-negotiable commitments and values that underpin its vision, for example trust, loyalty, belief, respect, courage, and gratitude. These core principles are shared across the team and help keep the Council and delivery of its strategic plan on track.

3.1.3. Goals

The Vision and principles direct the goals.
It is as this point that the Clerk's role starts to become distinct from that of the Council; the Clerk will have a working understanding of the challenges relating to each headline issue and her input in relation to constraints will enable Council to set realistic timeframes. This is a crucial part of managing the expectations of the Council and members of public. The Clerk will help set short, medium, and long-term goals, establishing a timeframe to deliver key items which realise the Vision.

3.1.4. Objectives

The Council as it sets objectives (short-term outcomes within each goal), breaking-down each goal into manageable actions. SWOT analysis will identify internal strengths and weaknesses, and external opportunities and threats.
The next elements of the strategic plan become increasingly more operational, therefore enabling the Clerk's role to become more managerial.

3.1.5. Key Performance Indicators (KPI)

KPI's are quantitative measures that give an organisation information about how it is (or isn't) achieving its objectives and meeting its targets. The SLT has responsibility for monitoring KPI's, reporting progress and raising any inconsistencies with the plan to Council.

3.1.6. Targets

For longer/larger projects, the Council could choose to set targets with timetables to measure progress (along with KPI's) and for accountability.

3.1.7. Strategies / Actions

Once the Council has set its objectives, it will identify strategies needed to achieve them (the "means to an end"). The organisation sets out actions needed to meet each objective(s); the Clerk oversees delivery, utilising an appropriate managerial toolkit, from the more traditional Gantt charts to online interactive collaboration programmes to help plan, assign, track, and report progress on specific actions.

3.2. Shelf-Life and review

The Council's Strategic Plan will cover a 4-year period, usually running concurrently with the Term of Office. As projects are delivered and goals achieved, the Council's Vision begins to be realised. Effective leadership creates opportunities to enhance morale, which improves effectiveness and performance. Regular monitoring, reviewing of outcomes and celebrating achievements inspires public confidence in the Council.

3.3. The Challenge of Change

Change and challenge are often intertwined: external funding cuts, strategic development, devolved services and national political agendas are but a few examples of change that impact on Town and Parish Councils. The Strategic Council will keep themselves briefed, looking for changes elsewhere that may affect their communities. The Strategic Clerk must be reflective, with an open and enquiring mind, always seeking ways to enhance the Council's work (preferably in a way that is cheaper…), sharing Best Practice ideas with other colleagues in the sector. Change presents a positive way to play on the Council's strengths, reduce weaknesses, explore opportunities, and mitigate threats.

There must be the flexibility in the Strategic Plan to accommodate change; the Vision and delivery methodology should allow the Council to respond quickly to the needs of its community. This is especially important in an area of growth, and as with the original strategy, it is vital that the changes are communicated throughout the team.

Recommendation:

i. That the Council considers preparing its Strategic Plan;
ii. That the Council considers its resources and capacity for this additional work;
iii. That the Council, should it resolve to proceed, clearly identifies its SLT and officer time for this project.

4. Free School Meals: October Half term

Following the governments refusal to extend the free school meals during school holidays scheme, over 40 children have been given food hampers to support them during half term. The successful community project was coordinated by the Clerk; hamper contents were provided by the three pubs in the parish: the New Inn, Red Lion, and Blackhorse Inn, and were supplemented by generous gifts of meat and fruit by Tesco and Darts Farm respectively; the Primary School responded swiftly over the weekend to identify recipients and create /send out the response form.

Qualifying families were contacted by the Primary School, who set up a simple form for parents to respond; other families were made aware of the project by the Broadclyst Food Bank. Food hampers including ham, beef, cheese, hard boiled eggs, pasta/pasta sauce, yoghurt, bread, beans/spaghetti,

biscuits, crisps, fruit and Claire's homemade apple and cinnamon cake were put together, utilising the Council's existing food bank infrastructure for packing, storage, and distribution, thereby observing food hygiene standards and safeguarding the personal data of children. The project took four days from conception to completion; the cost to Council will be some delivery mileage.

Reflections:

i. More time would have allowed a more relaxed response! The timing of the government's announcement was not conducive to forward planning and had it not been for the working relationship between the Clerk and Headteacher, along with risk-assessed proper processes relating to allergies, packaging, storage, distribution, etc. already being in place for the Food Bank, it is likely we would not have been able to respond efficiently or safely;

ii. People were very pleased to be able to help and recipients were very grateful for the support, with texts coming back saying how one Mum was in tears at the generosity and homemade cake;

iii. KPI's: All families received food hampers within 24 hours of ordering;

iv. When working with vulnerable families, it is paramount that children's identities and addresses are protected. Should the project need to be repeated in the future at a time when the Broadclyst Food Bank is no longer operational, the council must ensure it puts in place robust safeguarding measures including a safeguarding policy and DBS checks for any distributors.

BROADCLYST FOOD BANK

1. The appended grant spend report has been submitted to East Devon District Council.
2. Following discussions with Rev Marc Kerslake, I have applied to two different sources for grant funding to support a trial expansion of the Broadclyst Food Bank to cover a wider area including Whimple, Cranbrook, Rockbeare, Clyst St Lawrence, Clyst Hydon, and Clyst Honiton. This geographical area is in line with the forthcoming public consultation on the re-drawing of the Mission Community boundaries and would meet identified need within those communities. Should the application(s) for funding for the trial be agreed, there will need to be a rethink around the food bank's operation to ensure the fairly apportionment of costs and commitment.
3. Most of our clients are in the parish boundary, however there is occasional support sent out to near neighbours.
4. There is a move by the Trussell Trust to ensure that continued use of food banks is only a last resort; it is not in client's best interests to build a reliance on the food bank unless necessary. There has been mention of working with a third party such as East Devon District Council to look at the reason(s) for repeated requests; we will continue to support repeating clients until told otherwise.
5. Current collection of fresh food: Co-Op 7 mornings a week; Tesco Tiverton and Cullompton Friday and Saturday nights; Waitrose Sidmouth occasional bonus collections. Tesco Honiton has offered additional collections however we do not currently have the need or resources to utilise this offer.

This concludes my report to Council.

Angie Hurren
Broadclyst Parish Clerk

28th October 2020