

Adoption Date:  
Review Date:  
Minute no.  
Version no.



# Staff Appraisal Policy

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Brantham Parish Council

## 1. ABOUT THIS POLICY

- 1.1. It is the policy of Brantham Parish Council (the Council) to maintain a meaningful and effective appraisal system that will monitor performance against responsibilities and provide an opportunity for each member of staff to have his or her performance reviewed. It must include agreed steps to improve performance where deemed necessary by the Parish Council. The aim is to provide an effective and efficient service and a satisfactory working environment affording job satisfaction to all employees.

## 2. ANNUAL APPRAISAL

- 2.1. Once an employee's probationary period is complete they must continue to have the opportunity to discuss their performance with their line manager. As a minimum this will happen annually. Opportunities for continuing personal and professional development shall be ensured and advice and mentoring shall be available and accessible to all.
- 2.2. Any appraisal interview shall discuss and agree objectives for the coming period as well as reviewing performance to date and shall be the point at which training needs are identified and planned.
- 2.3. Performance reviews will cover all aspects identified in their job descriptions.

## 3. SCOPE OF APPRAISAL

- 3.1. Assessment will in particular focus on:
  - Quality of work, accuracy and detail motivation and ability to work under pressure, dependability & timekeeping, job knowledge and understanding of safety issues
  - Knowledge of the Council, work planning and the effective use of time, problem solving and decision-making, flexibility, adaptability, initiative and innovation. Communication and interpersonal skills teamwork and achievement of targets
  - The line Manager will carry out appraisals. Where the appraisal is of the Parish Clerk, this will be the Chair or Vice Chair of the Council or another Parish Councillor as agreed.

## 4. RESPONSIBILITY

- 4.1. The line manager will carry out appraisals and will submit a report with recommendations to the Policy and Resources Committee.
- 4.2. Where the appraisal is of the Parish Clerk, this will be the Chair of the Council or Vice Chair of the Council
- 4.3. Once the appraisal process has been concluded the Chair of the Council will provide a summary of the appraisal to the Finance Committee as part of the Pay Review process.

## 5. TIMELINE

- 5.1. Annual appraisal to take place in July or August each year. This should include a review of pay as per the Council's Pay Review Policy.
- 5.2. A mid-year appraisal to take place in January or February each year.

## 6. POLICY ADOPTION

This policy was adopted Brantham Parish Council as its meeting on ????. Subsequent minor text amendments may be made under authority delegated to the Clerk.

**Paper 1 – Expenditure to be approved****Agenda Item PC 07.23.09 (b)**

The integrity of the Council's finances is to be protected by two of the three signatories checking and reviewing the invoices for payment for which they will have seen an original copy.

Within the Council's Financial Regulations (4.1) – expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget or where prior approval has been given for such expenditure to be incurred (i.e. under contractual agreements)

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk and where necessary also by the appropriate Chair. Invoices will only be processed for payment by the Parish Clerk once she is satisfied that the payment sums match the invoices produced.

Accounts submitted for payment – Current Account

Payee	Detail	Method	NETT	VAT	TOTAL
Suffolk County Council	Street lighting costs 22-23	CHQ – 003481	1459.99		1459.99
HMRC	P30 Q1	CHQ – 003482	1479.21		1479.21
Birketts Solicitors	Replacement for un-cashed cheque 003477	CHQ - 003483	1638.00		1638.00
D Childs	Grounds Maintenance (inv. 1654)	CHQ – 003484	435.00		435.00
BMCIC	LPF Grounds Maintenance	CHQ - 003485	295.50		295.50

Presented by:..... Sarah Keys, Responsible Finance Officer

Countersigned by:..... Chair to the Parish Council

All payments authorised under The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

Note: Council resolved at the 2023 Annual Meeting that it met the eligibility conditions, and this continues right through until the next relevant annual meeting which will be May 2027. This is regardless of whether the Council continues to meet those conditions for the duration, (para 7.12 of the Explanatory Memorandum to The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 refers.

The integrity of the Council's finances is to be protected by two of the four signatories checking and reviewing the invoices for payment for which they will have seen a copy.

The authority is to be determined by; \* the council for all items over £800; \* the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £800. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

**Accounts Paid since 07 June 2023**

<b>Payee</b>	<b>Detail</b>	<b>Method</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
S. Keys	June Salary (including backdated pay increase)	BACS	1762.36		1762.36
T. Bird	Litter picker salary (including backdated pay)	BACS	325.00		325.00
P. Wainwright	Litter picker salary (including backdated pay)	BACS	271.27		271.27
Microsoft	Monthly Subscription Charges	DD	8.60	1.72	10.32
Brantham Village Hall	Support for running costs	BACS	250.00		250.00
NEST	Parish Clerk Pension contribution (month 2)	Debit Card	84.75		84.75
Tesco	Stationary – paper and notebook	Debit card	8.25		8.25
Amazon	Printer paper	Debit card	25.80		25.80
Information Commissioners Office	Data Protection Fee	Direct Debit	35.00		35.00

**Items paid following authorisation at meeting of 07 June 2023**

<b>Payee</b>	<b>Detail</b>	<b>Method</b>	<b>NETT</b>	<b>VAT</b>	<b>TOTAL</b>
Birketts	CANCELLED CHEQUE	CHQ – 003477			
S.Keys	May salary pt.2 due to insufficient funds in salaries account	CHQ – 003478	12.82		12.82
S. Keys	Office Allowance due to insufficient funds in salaries account	CHQ – 003478	20.00		20.00
Village Hall Brantham	Hall Hire (inv. 929)	CHQ – 003479	60.00		60.00
D.Childs	Grounds Maintenance (inv. 1625)	CHQ – 003480	400.00		400.00

**Presented by:**..... **Sarah Keys, Responsible Finance Officer**

**Countersigned by:**..... **Chair to the Parish Council**

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Who	Detail	Method	Amount
Lloyds Bank	Bank Interest	DEP	102.62
Highcliff Vets	Quarterly rent	BACS	1250.00

**Presented by:**..... **Sarah Keys, Responsible Finance Officer**

**Countersigned by:**..... **Chair to the Parish Council**

Brantham Parish Council

Prepared by: \_\_\_\_\_

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

Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_

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

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/06/2023		
	Cash in Hand 01/04/2023		98,440.62
	ADD		
	Receipts 01/04/2023 - 30/06/2023		85,153.03
			183,593.65
	SUBTRACT		
	Payments 01/04/2023 - 30/06/2023		20,570.25
	Cash in Hand 30/06/2023 (per Cash Book)		163,023.40
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2023	0.00	
	Salaries Account 30/06/2023	0.72	
	Deposit Account 30/06/2023	158,081.68	
	Current Account 30/06/2023	5,001.00	
			163,083.40
	Less unrepresented payments		60.00
			163,023.40
	Plus unrepresented receipts		
	Adjusted Bank Balance		163,023.40
	A = B Checks out OK		



**PAPER 5 – 07.23.09 (f)**

**CIL SPENDING REVIEW – April 2023 for the year ending 31 March 2024**

Neighbourhood CIL is governed by the CIL Regulations and the rate at which it is paid is set out in national legislation. For those Parish Councils with a made Neighbourhood Plan it is 25% (with no CAP0 and for Parishes where there is no made Neighbourhood Plan it is 15% subject to a cap which is set out nationally (in legislation). *The cap is worked out at £100 index linked per occupied property within the parish. The cap rate is set for the year and changes on the 1<sup>st</sup> January each year.*

**1. CIL Resources available**

CIL funding currently stands at:

Financial Year	Income	Expenditure	CIL running Total	Timescales
2018-19	£2556.87		£2556.87	16.10.23
2019-20	£104.01 £3258.75		£5919.63	03.04.24 19.10.24
2020-21	£3,258.67 £2,681.48		£11,859.78	03.04.25 09.10.25
2021-22			£11,859.78	
2022-23	£9,734.69 £7,747.54	£10,123.64	£19,218.37	07.04.27 12.10.27
2023-24	£53,848.41		£73,066.78	14.04.28
Committed		£15,674.09	£57,392.69	Balance after committed funds
<b>Totals</b>	<b>£83,190.42</b>	<b>£25,797.73</b>		

**2. Projects completed as bids against the Neighbourhood CIL Pot**

*The following projects having been previously approved as valid projects for the Neighbourhood CIL pot are now completed with monies being fully paid out*

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
Lower Playing Field Goal Posts	None	Approx. £10,000	None	£10,123.64	June 2023	Completed

**3. Projects identified as potential bids against the Neighbourhood CIL Pot**

*The following projects have been identified as valid bids against the Neighbourhood CIL Pot, have approval and are awaiting completion with monies being fully allocated and therefore committed:*

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Start date	Current Position
Play area updates	None allocated	£27,599.99	Neighbourhood CIL (BDC)	£12,599.99	July 2023	Funding request to

			£15,000.00			BDC CIL APPROVED
Play area signage	None	£3074.10	£0	£3074.10	May 2023	Underway

**4. The following projects may be identified or submitted as potential discussion bids and will provide the basis for infrastructure spending as developments come online**

*Items highlighted in GRAY will be identified on an “as and when demand” as the parish continues to grow*

Project	Budget	Predicted Cost	Sources of External Funding	Neighbourhood CIL (Parish) Funding	Additional consultation required	Further information
Village Hall	None allocated	Unknown	Neighbourhood CIL (BDC), bDC CIL Infrastructure pot and external funding	Unknown	Consultation with Brantham resident and PC needed	
Signage for cycleway to Manningtree	None Allocated	Unknown	SCC Locality Budget	£Unknown	PC Approval needed	
Crossing on A137	None allocated	£100,000	S106? / Locality funding	£unknown	Community Consultation needed	
Other major projects	None allocated	Unknown	To be determined		Subject to consultation	
New Grit Bins	On as an when basis			Neighbourhood CIL (Parish)		
New Waste Bins	On as and when basis			Neighbourhood CIL (Parish)		



## Correspondence to Note

### June 2023

#### **Item One:** (for information)

**From:** CARTLIDGE, James <james.cartlidge.mp@parliament.uk>

**Sent:** Monday, June 5, 2023 11:57 AM

**To:** clerk@branthamparishcouncil.co.uk

**Subject:** Litter pick

Good morning,

I am contacting you regarding litter picks that have taken place in your Parish in the last couple of months. It's brilliant to hear that you have been active on this, including taking part in the Big Help Out. I would be very keen to attend a future session to help out.

I would also be happy to co-organise specific action days if helpful, and of course promote these in advance to spread the word of your endeavours.

Please do let me know if you have any future litter pick sessions planned and I will do my best to attend.

As always, please do not hesitate to get in touch if I can be of any assistance.

Regards,  
James

#### **Item Two:** (for consideration/agreement of next steps)

**From:**

**Sent:** Wednesday, June 14, 2023 5:12 PM

**To:** clerk@branthamparishcouncil.co.uk

**Subject:** Speeding on the A137

Good afternoon, Sarah,  
I live in Victoria Cottage in Jimmys Lane, Brantham.

I want to contact you on 2 counts.

First, SCC only cut the grass on the roadside of the footpath coming out of Jimmys Lane. Every year I have to contact them to ask them to cut the grass further back because the grass obscures traffic coming from the Manningtree direction. It is dangerous for me because a significant number of drivers are well over the speed limit and I am frightened of being hit when I pull out because I cannot see them as they are coming round the bend and they cannot see me. SCC have refused to cut that grass and that obscuring the Jimmys Lanes signs. SCC reckon that it is not their responsibility to cut the grass since it is in a 30 mile limit. They told me that it was up to the police to do something about the speeding!

I have contacted the police about this seriously speeding on the A 137 on the way out of the village towards the Bull. They told me to bring both these problems to your attention .

Fortunately, ----- has strimmed the offending grass, so I can now see oncoming traffic around the bend.

I rarely see speeding cameras on my side of the road . In fact, I have never see one. I am tired of being tail gaited by these drivers as well.

I hope that the Parish Council might be able to help with these issues.

Kind regards,

**Item Three:** (for information)

**From:**

**Sent:** Sunday, June 18, 2023 2:59 PM

**To:** clerk@branthamparishcouncil.co.uk

**Subject:** Bench Refurbished

Hi Sarah,

I'm contacting you on behalf of my Grandfather, Barry Gleeson who resides in Gravel Pit Lane.

A memorial bench was made by the pupils of Matthews year and is pictured.

My grandfather wanted to know, could he refurbish it himself? It would just need permission to have it unbolted and worked on at his house then placed back once refurbishment has taken place. I believe this would be fantastic for him to do and only local to the bench

I look forward to your thoughts.

Kind regards.



**Item Four:** (for information)

> On 27 Jun 2023, at 10:06, -----> wrote:

>

> Hello,

>

> I have been given your address by Manningtree town council. I live in Manningtree.

>

> I was wondering if you could trim the hedges on the path which runs along the river from the white bridge along the bird sanctuary and eventually to flatford and dedham. It is becoming overgrown.

>

> Best wishes,

>

> ----- Forwarded message -----

>

> From: TownClerk <[clerk@manningtreetowncouncil.org.uk](mailto:clerk@manningtreetowncouncil.org.uk)>

> To:

> Sent: Tuesday, 27 June 2023 at 09:55:45 BST

> Subject: Overgrown paths

> Good Morning

>

> Having consulted our maps I believe that this could be in the parish of Brantham, but could also be the responsibility of the County Council. I suggest that you kindly contact the clerk at Brantham [clerk@branthamparishcouncil.co.uk](mailto:clerk@branthamparishcouncil.co.uk) to see if she is able to help.

>

> Kind Regards  
>  
> Ruth Frost  
>  
> Clerk and Responsible Financial Officer for Manningtree Town Council  
>  
> Tel: 07799 623 529  
> Email: [clerk@manningtreetowncouncil.org.uk](mailto:clerk@manningtreetowncouncil.org.uk)

**Item Five:** (for discussion)

**From:** Brantham Leisure Centre <info@branthamlc.co.uk>  
**Sent:** Thursday, June 29, 2023 12:24 PM  
**To:** clerk@branthamparishcouncil.co.uk  
**Subject:** Re: Youth Club

Dear Sarah,

Please can you pass my email on to the PC.

I completely acknowledge the concerns of the Parish Council with regards to the Youth Club and its financial sustainability long term.

The initial plan was to offer a safe space with structured activity for the youth of the village. I saw there was a complete lack of this in Brantham. I also had concerns that with the village growing in size and the clear increase in anti social behaviour it was time to act. Unfortunately what I hadn't foreseen was the complete lack of volunteers willing to stand up for the Youth Club project like they readily do when there are incidences of this type of negative behaviour. Thus resulting in additional costs to the LC payroll. I also hadn't realised how numbers would flourish so quickly and the cost it takes in keeping these types of numbers actively entertained/interested month to month. We can and will adapt to this if needed.

I strongly believed that our village infrastructure needed to include Youth provisions and that is clear in the Youth Club's bi monthly reviews carried out from take up/feedback. I am happy to add Youth Club fundraising events as a responsibility of mine or alternatively seek local business sponsorship for its future sustainability.

However, this is a big however, I can only do so much here and I strongly believe that the PC with its agenda of meeting the needs of the village, has a responsibility equal to my own. Hence my requests for financial support to the PC. This is personal time I invest in these projects for the greater good of the village we live in. I have also personally provided financial support to the Youth Club in purchasing items. The need has been clearly identified, and is currently being met.

I thank you for your support for the next 6 months. If this PC financial support ceases to be an option of funding as implied in your email. We will seek alternative funding and support as stated earlier in this email It is not necessary to remind us about starting projects for which we do not have sufficient, sustainable funding from the offset. This shows a lack of empathy to voluntary services and all of the clubs that exist for the people by the people. ALL of the clubs at the Leisure Centre are thriving on good will, fresh air and hours of dedication in fundraising/sponsorship and donations.

Happy to discuss further or relay the above in 3 months if required to obtain the amount awarded.

Kind Regards  
Louise  
Centre Manager

## **PC 07.23.13 VILLAGE FETE**

From: Brantham Leisure Centre <info@branthamlc.co.uk>  
Sent: Saturday, June 24, 2023 9:01 AM  
To: New Sarah Keys <clerk@branthamparishcouncil.co.uk>  
Subject: BRANTHAM VILLAGE FETE 2024

Dear Sarah,

Having seen Capel and Tattingstone both having Village Fetes and the absence of a royal event next year, it has got my mind thinking!

I was wondering if we could have a village fete. An event to celebrate the village. If I start organising now, was thinking that with notice we can get more groups involved.

Can you pass this idea onto Parish Council and whether they would support it in anyway.

Louise 😊

Sent from my iPhone