

**KILSBY PARISH COUNCIL**

**Income & Expenditure Report for the period  
1st April 2020 to 31st March, 2022**

01-Apr-21	Balance brought forward	Unity Trust Deposit Account	£	66,460.63	
		Unity Trust Current Account	£	7,913.64	
		Total		<b>£74,374.27</b>	
Add Income during period					
	Precept			£44,650.00	
	Grass Cutting NCC Contribution				
	Litter Picking DDC Contribution				
	Cemetery - fees & plot sales			£1,955.00	
	KK - advertising income			£350.00	
	Village grants				
	Bank Interest				
	VAT Return 2019/2020			£7,906.28	
	NDP Groundwork Grant			£8,265.00	
	Other (Wayleave, Youth Club and returned bank fee)				
				£63,126.28	
		<b>TOTAL</b>		<b>£137,500.55</b>	
Deduct Payments during period					
	VAT			£2,948.96	
	Grass cutting			£6,195.78	
	Cemetery			£485.20	
	Street lighting			£647.14	
	Village maintenance work			£3,418.00	
	Youth work			£0.00	
	Community projects			£1,825.05	
	Kilsby Kronickle			£2,045.98	
	Village grants			£2,150.00	
	Staff Costs			£11,048.43	
	Clerks Expenses			£385.02	
	Administration expenses			£2,300.84	
	S137			£0.00	
	HR Fees			£5,405.90	
	Other expenditure -			£5,405.00	
				<b>£44,261.30</b>	
30.09.21	Balance carried forward			<b>£93,239.25</b>	

**Bank Reconciliation at 30.09.21**

Bank account balances		
Unity Trust Deposit Account		£46,460.63
Unity Trust Current Account		46,778.62
Total Bank balance		<b>£93,239.25</b>
Less Unpresented payments		<b>£93,239.25</b>
Balance per accounting records		<b>£93,239.25</b>
	<i>Diff</i>	£0.00

*Catherine M Camp*

Catherine Camp Locum Clerk and R.F.O

Compiled: 04.10.21

## **Kilsby Parish Council and CYPN**

### **Report on activities March 2020 – August 2021**

At the start of lockdown in March 2020, we moved our youth club services online with some open access zoom sessions that members from Kilsby could attend. These sessions were promoted via membership email addresses and social media. Take up from Kilsby was good given that feedback suggested that many young people were exposed to too much screen time during this period as schooling was also online meaning that they wanted a break from IT during their downtime.

We delivered 5 sessions of a summer activities programme across 2 weeks in August 2020 which was well received by club members and their families as a safer way to enjoy physical exercise.

Youth club restarted regular sessions in September 2020 and continued delivery via a combination of zoom based and face to face sessions through to March 2021. Since April 2021 all sessions have been face to face.

Youth Club activities since reopening have included plenty of active and sporting activities (dodgeball, football, archery etc) as well as sessions on coding and music making. When indoors, we always have arts and crafts activities available at a session.

As part of the programme we also learn about various good causes. We look at what awareness days/months are coming up and we plan sessions around this. During May we looked at how to grow tomatoes and oral hygiene as it was National smile month and British tomato fortnight.

We have sent flyers home to young people via their schools (access to promote sessions in school has been tricky as they are restricting those allowed in at present) and we advertised on Facebook (@youthinspireduk) and Instagram.

We have been texting and emailing parents of current members information about upcoming sessions and events.

We sourced some additional funding to support delivery of a summer programme in July 2021 which meant that we could offer 1 session to the young people of Kilsby free of any charge to the Parish Council. We delivered 5 sessions in total and lengthened each session to 4 hours. We provided food at each session to all those who attended.

We attended the Kilsby Summer Fete running a stall with a competition to enter a prize draw, distributing leaflets and chatting to parents and young people.

Finally, we were able to offer 4 young people a free of charge residential experience which saw them take part in a range of sporting challenges with a view to their development as young ambassadors/leaders for the youth club sessions. Feedback from the young people and their parents/carers in relation to this and the summer programme in particular were extremely positive.



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8th Earl Spencer Centre Bedford Road,  
Northampton NN4 7AA

Phone: 07760 891181 Email: [office@cypn.org](mailto:office@cypn.org)

### **Future plans**

Ahead of re-opening in September, we have contacted all local schools, delivering leaflets and will be putting up flyers in local shops.

We have been successful in obtaining some funding in order to deliver an activities programme during the October half term at no cost to Kilsby Parish Council. We hope to deliver 2 sessions following discussions/agreement with the Parish Council and HCC.

Once membership numbers are more stable, we plan to deliver a Road Safety VR experience which is backed by UPS in order to develop young people's understanding of road safety and their role as a pedestrian and vehicle passenger.

We would also like to discuss the possibility of our spending some of our own independently raised funding on the members of Kilsby community so that we can help to develop volunteers and work towards their achievement of a 'Volunteer Passport'. The passport covers 5 modules including how to keep yourself and others safe and first aid. It is a level 1 qualification which is accredited. The qualification recognises the knowledge and skills of the volunteers who work in the community and conveys the message that these individuals have a core basic understanding of their role. Those who successfully complete the course are issued with certificates and photo ID badges which can serve to give other people confidence in the volunteer's abilities.

## Report for Kilsby Parish Council October meeting

Kilsby Youth Club committee meeting – 14<sup>th</sup> September 2021

The Kilsby Youth Club is available to children aged 10+, and runs every 2 weeks at the village hall on a Friday evening. The club is run by CYPN, and was started up during Covid-19, so it has not had the opportunity to gain a true feel on how it is run and being received. However there has been a regular attendance of 5-6 children, with 17 turning up at the last session. (CYPN report attached)

The cost of the sessions are:

CYPN £150

KVH £17 TOTAL PER SESSION £167.00

The Kilsby Youth Club charge each child £1.50 to attend, which is typical of other clubs.

CYPN invoice at the end of every term, with the contract matching the school academic year. In 2020/21, the sessions amounted to £3075, including some online sessions.

The Kilsby Youth Club committee would like to request an advance payment of £4000 to cover the 2021/22 academic year (approx. 22 weeks) This will also allow them to potentially run summer sessions which were well received this year, plus any additional expenses to cover equipment. Advance payment will also minimise delays in paying CYPN.

Caroline Haycock, KPC Youth Liaison

## KILSBY PARISH COUNCIL

### STAFFING COMMITTEE - Terms of Reference.

Definitions In this document the following terms have the meanings assigned to them below:

- Alternate Member - A person elected to serve as an alternate if an elected member cannot serve on the Staffing Committee
- Chairman - The Chairman of the Committee
- Committee - The Staffing Committee of the Council
- Committee Member Any person participating in the Panel's work under the arrangements set out in the Section headed 'Membership and Quorum'
- Council - Kilsby Parish Council
- Member - An elected or co-opted member of the Kilsby Parish Council

#### **1. General**

1.1 These Terms of Reference define the Council's specific responsibilities delegated to the Staffing Committee and were first approved by Kilsby Parish Council at its Meeting held on date

.....**Tuesday 08 December 2020**

The conduct of all aspects of the Committee's work shall be treated as confidential and be governed by the Council's Standing Orders.

1.2 Specific decisions of the Committee shall be formally approved by full Council.

1.3 The Committee has no power to authorise expenditure on behalf of the Council except where third party specialists are required whereby the maximum sum of £500.00 may be incurred in any one incident without reference to the full Council.

1.4 Members of the public have no rights to attend confidential sessions of the meetings of the Committee. However the meeting must be publicised with an Agenda, 3 clear days prior to the meeting and the public excluded via a resolution as detailed on the Agenda. As per standing order 3d.

1.5 These Terms of Reference are in accordance with the Council's Standing Orders.

#### **2. Duties & Scope of Delegated Responsibilities**

2.1 The Committee shall undertake the following duties on behalf of the Council:

##### **2.2 Performance Management**

- To monitor, feedback, support and performance manage the work the Clerk, and to ensure that other employees have their performance monitored in line with the staffing structure.
- At least annually to conduct a staff appraisal/annual review with the Clerk. The appraisal is to be undertaken by two member of the committee.
- Following the interview to submit a confidential report to the Council. The report should include, where appropriate, any changes in the Clerk's responsibilities and recommendations as to the grading of the post and salary progression (the list of contents is not intended to be exhaustive).

##### **2.3 Dispute Resolution Proceedings**

- To oversee 'informal' dispute resolution arrangements and the appointment of a trained mediator if required for mediation, conciliation or arbitration.
- To appoint a Hearing Panel upon any formal grievance issue raised by staff under this Council's Grievance Procedure.
- To appoint a Hearing Panel upon appropriate disciplinary cases as set out the Council's

Disciplinary Procedure, making recommendation to Council if sanctions are to be imposed.

- To convene Appeals Hearing Panels where required

### **3. Appointment of new staff**

3.1 To oversee recruitment and selection of new employees on behalf of the council (with the Clerk where appropriate) including job description, person specification, advertising, shortlisting, interviewing, reference checking, making recommendation to full Council and defining the induction process.

### **4. Other Duties and Responsibilities**

- To establish a programme of training for Councillors and employees such as will encourage professional advancement and make recommendations for expenditure to support these goals.
- To review staffing structures in the council and pay-scales annually
- To draft, review and monitor employment policies and procedures.
- To recommend the payment of overtime, additional hours and employment related expenses in relation to the employees, as may be deemed necessary.
- To monitor absences and approve holiday and other leave requests for employees
- To keep under review the working conditions and health and safety of employees
- To oversee the termination arrangements for the Council employees.

### **5. Powers**

5.1 Subject to the power, set out in paragraph 2 immediately below, the Committee shall have no other powers.

5.2 The Chairman, subject to the agreement of the Committee's Members, shall have the power to invite an appropriate expert in human relations to attend Dispute Resolution meetings to advise the Committee. Such Invited Participants shall have the freedom to participate in the enquiry but not to vote.

### **6. Membership and Quorum**

6.1 The Committee shall consist of 3 Members and an Alternate Member, all of whom shall be elected from Members of the Council. The Committee shall appoint one of the members to be the Committee's chairman.

6.2 The quorum shall consist of 3 Committee Members. For the avoidance of misunderstanding the Alternate Member only attends a meeting if an elected Committee Member is unable to participate.

6.3 In the event that one or more of the Committee Members is unable to serve the following arrangements shall be adopted:

- The first Committee Member unable to serve shall be replaced by the Alternate Member.
- If any further Committee Members or the Alternate Member are unable to serve they shall be replaced by suitable councillors appointed by the Council.
- If one of the Committee Members unable to serve is the Chairman, then the revised Committee when fully formed shall at the relevant meeting elect its own Chairman.
- Any person serving as a Committee Member under the arrangements in this clause shall have the same powers they would have possessed had they been elected by the Council.

### **7. Meetings**

7.1 Ordinary Meetings: The committee shall meet at least once a year. The meeting shall be summoned by the Chairman or by such person appointed to the task. The Committee shall set dates for further meetings at its first meeting in the year.

7.2 Extraordinary meetings: when necessary may be held on dates between the Ordinary Meetings. Extraordinary meetings shall be called using appropriate arrangements.

7.3 Calling Meetings: The Chairman shall be responsible for calling all meetings. The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.

7.4 Notice of Meetings: All Committee meetings must be advertised with an Agenda, and 3 clear days notice, as per Standing Orders 3a, b, c.

7.4 Minutes: The Chairman shall be responsible for ensuring that proper minutes are kept of all Committee meetings and that where necessary appropriate reports are generated and circulated. The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.

## **8. Alterations to these Terms of Reference**

8.1 The Committee has no powers to alter or temporarily suspend these Terms of Reference.

8.2 The Council may change these Terms of Reference using the procedure set out in the Council's Standing Order number: 4.

Date: 08.12.2020

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