

**MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON**  
**THURSDAY 15<sup>TH</sup> SEPTEMBER 2016, AT 6PM**

**Present:** Councillors K Brennan (Chairman), P Clatworthy, C Danter, P Workman, P Aldridge, R Mills, M Sztymiak, H Burns, J Badham, and S Raywood.

**1. Apologies**

*None*, but Cllr Raywood would arrive late to the meeting due to heavy traffic.

**2. Declarations of Interest**

Name	Interest
Cllr M Sztymiak	Borough & County Councillor
Cllr P Workman	Borough Councillor

**3. Dispensations**

*None*

**4. Minutes of the Finance & Staffing committee meeting held on Thursday 14<sup>th</sup> July 2016**

Councillors resolved that the minutes of the 14<sup>th</sup> July meeting be agreed as a correct record. Cllr Mills asked whether minute 16 should reflect that Full Council had agreed to bring the cleaning role in house, and Cllr Aldridge requested that the matter be added to the agenda of a further meeting for discussion. It was resolved that the Cleanspace tender be returned before Finance & Staffing for discussion at the next meeting.

**5. Update from sub-committee formed to prepare appraisal programme, recruitment documentation and grievance policies and procedures**

Councillors were issued copies of the staff appraisal form and draft contract for the Town Clerk. Cllr Aldridge asked the Clerk to ensure that the same item appears on the next agenda for a further update. Cllr Danter asked for a prompt meeting of the sub-committee to continue discussions. It was resolved that a meeting would be held on the 4<sup>th</sup> October at 9:30am.

**6. Budget Position of the Staffing Cost Centre**

Councillors asked the Clerk for clarification of the supplier "Monohans for Expectations" which appeared on the budget position. Councillors also requested information of the training that had taken place for the Town Clerk, and asked whether the remaining money in the training budget could be utilised for a training session for all councillors.

**7. Budget position of the Finance Cost Centre**

Cllr Sztymiak suggested splitting the Stationary cost centre so that bulk subscriptions could be budgeted for elsewhere. Cllr Aldridge requested further information of the anti-virus package and whether the costs could be reduced.

Cllr Clatworthy asked whether the council could include the wooden sculptures under the general insurance plan in the future. Cllr Sztymiak requested further clarification on whether this was possible and Cllr Aldridge concurred. Cllr Mills asked for an insurance cost breakdown to be made available to councillors.

*Cllr Raywood arrived to the meeting.*

Cllr Badham reminded councillors of the Clerk's illness and noted that an extended absence may prevent the requested reports from being presented at the next meeting. Cllr Mills and Cllr Aldridge offered their agreement. Cllr Sztymiak requested that organisations receiving grants be identified on the budget position, and Cllr Brennan requested that 'Grants' be presented as a distinct agenda item on all future agendas.

## **8. Work Programmes**

Councillors noted that the work programme is out of date and would be better presented in a different format. Cllr Aldridge recommended a rolling agenda for repeating items in Finance & Staffing. Cllr Brennan stated that she would liaise with the Clerk to create an updated work programme for the committee.

## **9. Strategic Risks**

Cllr Brennan noted that the risk register also referred to the asset register, which did not have real values of items listed. Cllr Danter requested that the real values of Town Council be determined in place of the insurance value. Councillors requested that the former Clerk's asset list be located and requested that former councillor Ken Powell be contacted to request his assistance with an asset management subcommittee, including Cllr Aldridge.

## **10. Identification of criteria for payments from the Flood Account and notice of new bank charges applied to this account**

Cllr Danter recommended that the balance in the Flood Account be transferred into the Business Account and ring fenced as a cost centre designated only for disaster relief. Cllr Aldridge seconded this proposal which was approved by the committee. Cllr Raywood asked for clarification of Geoff Pope's remarks which was attached to the agenda, and was informed that Mr Pope had expressed surprise at the lack of claims made against the account rather than the fact that the account was still open. Cllr Aldridge requested that the attached report be amended to state that only uninsurable properties or properties that cannot be fully repaired by an insurance payout be eligible for a disaster relief grant.

## **11. Update on the settlement of costs for Cllr Poxon's expenses relating to the Town Council website**

Councillors were informed that Cllr Poxon has yet to sign the form issued to him in order to claim back expenses associated with the upkeep of the Town Council website. Cllr Aldridge suggested that the money be given away as a grant to another body if unclaimed. Cllr Burns proposed that the form be amended to provide a time limitation and be resent. Cllr Workman agreed and requested that the Clerk contact him again regarding the form to inquire as to whether he intends to claim. Cllr Brennan noted that the form should be resent in the manner requested by Cllr Burns.

## **12. List of suppliers paid by electronic banking**

Councillors asked for clarification of the frequency of payments and their exact value in each debiting cycle. It was requested that cancelled subscriptions be removed from the list and existing contracts have their real value clarified. Cllr Danter asked for a review of the Ellis Whittam contract and for information regarding the contract to be provided. Cllr Burns requested that the new utilities supplier be listed.

## **13. Request by the Clerk for confirmation of her current contract and clarification of the transition to a permanent contract**

Cllr Aldridge noted that the Clerk would be assessed against the job description given in the draft contract distributed to councillors. It was resolved that the request by the Clerk be carried forward to the staffing sub-committee to convene on the 4<sup>th</sup> October.

*The meeting closed at 7:10pm*

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