



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on Tuesday 16 January 2018 at 10.00am in Cullompton Town Hall

Present: Cllr James Buczkowski (in the chair) and Cllrs: Iain Emmett, Gordon Guest, Mike Thompson and Richard Thorne.

Judy Morris: Clerk

Also in attendance: Cllr Lloyd Knight

NOTE: It was noted that the meeting was being recorded.

86. APOLOGIES: Cllr Eileen Andrews (unwell).

87. DECLARATIONS OF INTEREST: None.

88. PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting. None.

NOTE: The wording of the Public Question Time item on the agenda was queried and it was agreed to reword this section adding *"and answered at a later date"*.

89. MINUTES: To agree and sign, as a correct record, the minutes of the previous meetings held on 8 January and 9 January 2018.

RESOLVED:

1. That the Minutes of the Policy, Finance and Personnel Committee meeting held on 8 January 2018 are approved and signed after adding to Item 79(iii) point 6 *"Cllr Mike Thompson stated that, if the Clerk is not present at the meeting, then a Councillor can minute the meeting"*. Proposed Cllr Mike Thompson, seconded Cllr James Buczkowski.
2. That the Minutes of the Policy, Finance and Personnel Committee meeting held on 9 January 2018 are approved and signed. Proposed Cllr Richard Thorne, seconded Cllr Gordon Guest (3 for, 1 against and 1 abstention).

90. COMMENTS AND COMPLAINTS: To receive details of any comments or complaints for December 2017/January 2018: Clerk circulated detail of comments as follows:

21 Nov	Mr & Mrs Holloway	Visited the cemetery to thank Perry for making sure everything ran smoothly at their son's funeral
8 Jan	Mrs Wasfi	Thanks to the gentlemen who do such a grand job of keeping Cullompton's streets tidy and litter free, and of course also to everyone at the Town Hall for their hard work on behalf of the town.

RESOLVED: That the comments are noted.

91. FINANCE

(i) To receive financial reports for December 2017

RESOLVED: That the Financial Reports for December 2017 are noted.

NOTE: It was agreed to provide Cllr Mike Thompson with details of a payment to D&H Plant Hire for £186.00.

(ii) Internal Audit: To receive confirmation that recommendations have been actioned: It was noted that the recommendations contained in the Internal Auditor's interim report had been actioned.

(iii) Bank reconciliation: To agree schedule

RESOLVED: That the schedule is revised to allow that only those members that are not signatories to the Council's bank account can sign-off the bank reconciliation account.

(iv) General Data Protection Regulations: To consider quote for consultancy service.

RESOLVED: That the quote from Microshade to carry out an audit to ensure that the Council complies with the General Data Protection Regulations, which come into force from May 2018, and also provides the Town Council with Data Protection Officer services at a cost of £995 for year one and then £350 in year two is accepted with the proviso that Microshade is asked to reword their quotation brief to make it clear that the service they will provide will be specifically designed to meet the needs of Cullompton Town Council and ensures that the Council complies with all aspects of the General Data Protection Regulations. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

(v) Banking: To review banking and fixed term deposit arrangements: Report circulated with the agenda.

RESOLVED: That, although Lloyds Bank will be closing its Cullompton branch in April 2018, the Council continues to use Lloyds Bank as its primary bankers. However, in order to reduce any financial risk to the Council, it looks to open an account with another banking institution that has FSCS protection and meets the Council's requirements. Proposed Cllr James Buczkowski, seconded Cllr Gordon Guest.

- (vi) **Councillor Allowances: To receive the recommendations of the Mid Devon Parish Remuneration Panel.**

RESOLVED: That the recommendations of the Mid Devon Parish Remuneration Panel are noted.

- (vii) **To consider purchase of small fridge for Committee Room.**

RESOLVED: That the Council purchases a small fridge for the Committee Room. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

- (viii) **Neighbourhood Plan: To receive confirmation that MDDC has offered £5k now to allow the Steering Group to progress the Plan and a second tranche of £5k following discussion and checking what further funds are required.** Cllr Gordon Guest explained the progress being made with the Plan and why there maybe a need to employ a consultant to undertake additional work. Cllr Mike Thompson stated his concerns that the various delays increased the expense to the Council..

RESOLVED: That the offer of a contribution from Mid Devon District Council towards the cost of any additional work required to progress the Neighbourhood Plan is noted. Cllr Gordon Guest offered to obtain clarification from MDDC about conditions for accessing the money.

92. STAFFING MATTERS

- (i) **Training: General Data Protection Regulations, Health & Safety and VAT.**

RESOLVED: That Council staff attend training courses as follows:

- **General Data Protection:** Town Clerk and Administrative Assistant are to attend a training day organised by Devon Association of Local Councils on 13 March (£48 per person). Proposed Cllr Iain Emmett, seconded Cllr Gordon Guest.
- **VAT:** Town Clerk and the Finance Assistant to attend an "Introduction to VAT" training event organised by Devon Association of Local Councils on 29 March at a cost of £30 per person. Proposed Cllr Iain Emmett, seconded Cllr James Buczkowski.
- **Health & Safety:** Town Clerk and Assistant Town Clerk to attend seminar on Health & Safety matters at a cost of £30 per delegate. The seminar is organised by the Council's insurers (Zurich) and includes the following areas: Accident & Claims review, risk assessments, lone working and safeguarding. Proposed Cllr Richard Thorne, seconded Cllr Gordon Guest.

NOTE: Cllr Gordon Guest would like to attend GDPR training and will check his availability.

- (ii) **Street Cleaning: To consider who is responsible for cleaning the pavement of pigeon droppings.**

RESOLVED: That the matter of cleaning the pavement of pigeon droppings is passed to Mid Devon District Council to deal with. Ask the Street Cleansing Operative to identify the areas that require cleaning. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

93. WEBSITE AND IT: To consider any website or IT related matters: None

RESOLVED: that due to the sensitive nature of the business to be discussed, the following items are dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act

1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private. Proposed Cllr Iain Emmett, seconded Cllr Richard Thorne.

94. STAFFING MATTERS

(i) **Staff update report: including review of role of Neighbourhood Plan Administrator.**

RESOLVED:

1. That the staffing report, including staff sickness report, is noted.
2. As the role of the Neighbourhood Plan Administrator is to support the production of the Neighbourhood Plan and the Plan in its current version has now been completed, there is no further work for the Neighbourhood Plan Administrator after 28 February 2018. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.
3. That the Committee further reviews overtime working at its next meeting, to include review of staffing requirements for outdoor work. Proposed Cllr James Buczkowski, seconded Cllr Gordon Guest.

RESOLVED: That as the time is 12noon, the meeting is extended for a further 10 minutes to complete the agenda. Proposed Cllr Mike Thompson, seconded Cllr Iain Emmett.

95. OUTSTANDING INVOICES: To review.

RESOLVED: That the outstanding invoices report is noted, Finance Officer to ensure that the Council's debt recovery procedures are followed.

96. Date and time of next meeting: Tuesday 20 February at 10am

The meeting closed at 12.10pm.

SIGNED: _____

DATE: _____