



POLICY, FINANCE & PERSONNEL COMMITTEE

**Minutes of a Committee meeting held on
Tuesday 20 February 2018 at 10.00am at the Hayridge Centre, Cullompton**

Present: Cllr James Buczkowski (in the chair) and Cllrs: Iain Emmett and Mike Thompson

Judy Morris: Clerk

- 97. APOLOGIES:** Cllr Eileen Andrews (personal), Gordon Guest (personal) and Richard Thorne (work).
- 98. DECLARATIONS OF INTEREST:** Cllr Mike Thompson declared a personal interest in respect of letter from Stephens Scown (Item 101).
- 99. PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.** None.
- 100. MINUTES:** The Minutes of the meeting held on 16 January 2018 were approved and signed as a correct record. Proposed Cllr Mike Thompson, seconded Cllr Iain Emmett.
- NOTE:** Clerk confirmed that a data protection audit will be carried out, waiting for date.
- 101. COMMENTS AND COMPLAINTS: To receive details of any comments or complaints for January/February 2018**

DATE	NAME	COMMENT/COMPLAINT	Council comment/action
Complaints			
16 Jan 2018	Stephens Scown	Instructions from client with complaints as follows: <ul style="list-style-type: none"> • Removal of stairlift in breach of Equality Act. • Assurance that there will be no continued prohibition of client being able to bring mobility scooter into the Town Hall. • Harrassment under the Equality Act 	Has now been considered by full council Unaware of any prohibition, refer to GP Committee for policy decision? Advise that this matter should be referred to the Monitoring Officer at MDDC.

Compliments			
19 Jan	Rosie Bellinger	Thank you to Town Clerk for her assistance in dealing with the 'environmental hazards' around Saxon Fields. Pleased to see a positive action being taken by Environment Agency (Email)	
5 Feb	S McComb	Thank you to Town Clerk and street cleaners for dealing with problem of human excrement in bus shelter in Exeter Road so quickly (Email)	
Feb	Mrs McFadden	Thank you to Admin Assistant for dealing with cemetery query (Thank you card)	

RESOLVED:

1. That the compliments are noted and
2. respond to Stephens Scown stating that the contents of the letter has been passed to full council and noted and explaining that it is not within the remit of the Council to self-police. The correct procedure is to contact the MDDC Monitoring Officer to make a complaint about a council member. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

NOTE: Clerk to investigate the legal protection available for Councillors

102. FINANCE

- (i) **Banking and investments: To receive finance report and agree way forward:** Report circulated with the agenda and discussed.

RESOLVED: That, subject to approval of the application, £100,000 is invested with Unity Trust Bank when it matures from Lloyds Bank 3 month deposit account. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

- (ii) **To receive financial reports for January 2018**

RESOLVED:

1. That the financial reports for January 2018 are noted.
2. Night Landing project income and expenditure to be moved from miscellaneous income/expenditure to Community Wellbeing.
3. Budgets to be amended to reflected additional income received and
4. Neighbourhood Plan spending to be authorised by the Planning Committee

NOTE: Guidelines to be prepared for Councillors approving the bank reconciliation. Also arrange for bank statements to be sent slightly later to ensure that they cover the end of the month.

103. STAFF

- (i) **Review of staffing requirements for outdoor work**

RESOLVED: That this item is deferred and considered as Part 2 business.

- (ii) **Any other staffing matters:** None

104. TRAINING: To consider draft training programme for 2018/19

RESOLVED:

1. That the draft 2018/19 training programme is noted.
2. Encourage volunteer stewards to take part in training.
3. All outdoor staff to be encouraged to attend Chapter 8 training.

NOTE: Cllr Liza Oxford-Booth would like to attend crowd funding training. Find out how this will benefit the Council before approving.

105. WEBSITE AND IT: To consider any website or IT related matters.

- (i) **Councillor email addresses:** Clerk reported that all Councillors can be provided with individual email addresses at a cost of £18 per Councillor per year. Concern raised about this cost and it was

RESOLVED:

1. That the Assistant Town Clerk is tasked with looking for alternative email providers.
2. That Policy Review Working Group is asked to review the Council's Data Protection policy.

RESOLVED: that due to the sensitive nature of the business to be discussed, the following item is 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 Mike Thompson.

106. STAFFING MATTERS

- (i) **Staff update report: (to be tabled at the meeting), including overtime review:** Report circulated to all those present and noted.
- (ii) **Review of staffing requirements for outdoor work:** Report circulated with the agenda, discussed and noted.

107. OUTSTANDING INVOICES: To review. Noted, looks tidy and controlled.

108. DATE AND TIME OF NEXT MEETING: Tuesday 20 March at 10am at the Hayridge Centre.

The meeting closed at 11.30am.

SIGNED: _____

DATE: _____