



POLICY, FINANCE & PERSONNEL COMMITTEE

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

Present: Cllr James Buczkowski (in the chair) and Cllrs: Eileen Andrews, Iain Emmett, Lloyd Knight, Mike Thompson and Richard Thorne

Judy Morris: Clerk

- 109. APOLOGIES** were received and accepted from Cllr Gordon Guest (personal).
- 110. DECLARATIONS OF INTEREST:** None
- 111. PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.** None.
- 112. MINUTES:** The Minutes of the meeting held on 20 February 2018 were approved and signed as a correct record. Proposed Cllr Mike Thompson, seconded Cllr Iain Emmett.
- 113. COMMENTS AND COMPLAINTS: To receive details of any comments or complaints for February/March 2018:** None
- 114. FINANCE**
- (i) To receive financial reports for February 2018**

RESOLVED: That the Financial reports for February are noted, it was acknowledged that the cemetery running expenses may go slightly over budget but this will be offset by additional income over budget from burial fees.

- (ii) Internal audit: To receive confirmation that year end close down will be completed on 21 May 2018 and final internal audit will be carried out on 25 May 2018:** Noted
- (iii) Councillor's liability insurance: To receive confirmation that the Official's indemnity cover for Councillors included in the Council's insurance policy is equivalent to the cover provided under a trustee's indemnity policy negating any need to have a separate Indemnity policy:** Noted.
- (iv) Photocopier: To consider upgrading**

RESOLVED: That, as the proposal to upgrade the photocopier will mean entering into a new five year contract, obtain comparison quotes and also investigate purchase of new machine with a maintenance

contract before making a decision.

(v) Bank reconciliation: To approve guidelines

RESOLVED: That the draft guidelines for checking the bank reconciliation are approved. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

NOTE: It was suggested that the rota for agreeing the bank reconciliation is circulated to Councillors again, together with the guidelines.

115. MOTIONS PUT FORWARD BY COUNCILLORS

- (i) “Based on an informal (verbal) complaint regarding the alleged informal use of volunteers to assist with backfilling graves following interment, this Committee should consider staffing levels for the cemetery, including the suitability of existing members of the workforce to assist. Committee to consider also the use of volunteers to assist the Cemetery worker. The draft CTC Health, Safety and Welfare policy addresses the use of volunteers, the need for risk assessment and the development of agreed safe systems of working” (Cllr Richard Thorne)

RESOLVED:

1. That the Clerk drafts a method statement and work sheet/check list for grave digging, which Cllr Richard Thorne will review.
2. That no volunteer is permitted to work in the cemetery without the express permission of the Town Clerk.

116. STAFFING MATTERS

- (i) To receive the resignation of the Project Funding Officer and agree way forward.
(ii) Review of admin staffing requirements
(iii) Review of outside workers staffing requirements.
(iv) To receive confirmation that data audit will be carried out on 20 April 2018.

RESOLVED: That this item is deferred until the end of the meeting and discussed as Part 2 business.

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

- (i) **Councillor email addresses: To receive report and agreed way forward:** Report discussed and it was

RESOLVED: That the Committee waits for the GDPR audit report before making a decision and, in the meanwhile, the Assistant Town Clerk carries out additional research into suitable email providers and finds out what other local councils do.

- (ii) **Any other IT/website related matters:** In response to a question the Clerk confirmed that financial information is posted on the council’s website.

118. POLICIES

- (i) **Comments and Complaints policy: To approve amendments**

RESOLVED: That the amended Comments & Complaints policy and flowchart are approved as attached to these Minutes. Proposed Cllr Eileen Andrews, seconded Cllr Iain Emmett.

(ii) **Scheme of Delegation: To receive report and review:** Discussion about the responsibilities of the various committees and working groups and how these can be adjusted to improve the smooth working of the council as there is currently some cross over between committees. Suggestions included:

- **Community Wellbeing:** Add allotments, play areas, Upcott Field and community bus service.
- **General Purposes:** rename? Cemetery and Town Hall, possibly St Andrews car park (income streams)
- **Market:** Rename, add town centre economic development, include public toilets, harlequin valet site etc.
- **S.106 & Development:** Projects to be passed over to appropriate committee.
- **Garden Village:** Consider how this fits in at a later stage when there is more information.

RESOLVED: That the Clerk drafts a report, based on the discussion, and brings back to the next meeting for consideration. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

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 James Buczkowski, seconded Cllr Iain Emmett.

119. STAFFING:

(i) **To receive report (to be tabled at the meeting):** Noted

RESOLVED: That the Clerk contacts MDDC to find out what arrangements they make with regard to exceptional weather conditions making it unsafe for staff to travel to work i.e. whether staff are paid or expected to take time off as holiday or make up the hours.

(ii) **To receive the resignation of the Project Funding Officer and agree way forward:** Noted

(iii) **Review of admin staffing requirements**

RESOLVED: That, instead of replacing the Project Funding Officer (who is also the General Purposes Committee Clerk, Youth Services Working Group Clerk and Youth Council Administrator), the Council employs a Deputy Town Clerk. Clerk to draft a Job Description and Person Specification and bring to the next meeting.

(iv) **Review of outside workers staffing requirements.**

RESOLVED: That, if considered necessary, the Council employs contractors to assist with grass cutting during the summer months. Draft specification to be drafted for consideration at the next meeting.

(v) **To receive confirmation that data audit will be carried out on 20 April 2018:** Noted

121. OUTSTANDING INVOICES: Reviewed and noted

122. DATE OF NEXT MEETING: To confirm the date and time of the next meeting as Tuesday 17 April at 10am at the Hayridge.

The meeting closed at 11.50am.

SIGNED: _____

DATE: _____

DRAFT