



## POLICY, FINANCE & PERSONNEL COMMITTEE

### Minutes of a Committee meeting held on Tuesday 15 May 2018 at 10.00am at the Scout Hut, Cullompton

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

Judy Morris: Clerk

**134. APOLOGIES** were received and accepted from Cllrs: Eileen Andrews (personal), Gordon Guest (personal) and Lloyd Knight (personal).

**135. DECLARATIONS OF INTEREST:**

- **Cllr James Buczkowski** declared a personal interest as he is a trustee of Cullompton Scout Group (venue).

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

**137. MINUTES:** The Minutes of the meeting held on 17 April 2018 were approved and signed as a correct record. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

**NOTE:** Cllr Mike Thompson stated his concerns that not all information was sent three clear days before the meeting which meant he hadn't had time to read and digest.

**138. COMMENTS AND COMPLAINTS:** To receive details of any comments or complaints for March/April 2018:

DATE	NAME	COMMENT/COMPLAINT	Council comment/action
Comments and complaints			

3 April	Health & Safety Executive	Report that grave digger not wearing a seat belt, excavator too close to grave, bricks on pathway in cemetery causing a trip hazard and gas bottles not secured.	Responded to HSE, explanations accepted and case closed.
11 April 3.45pm	C Snow	Cemetery Operatives backfilling grave - only one wearing correct PPE – when he drove back 15 mins later still standing in the same position chatting.	Spoke to Cemetery Operatives who gave an assurance that they were both wearing correct PPE – standing back from grave waiting for mourners to pay last respects before backfilling grave.
29 April	C Snow	Concern that reports not sent out with agenda for Community Wellbeing Committee. Also no accounts	CW Committee noted comments
2 May	C Snow	Payments over £250 for March and April 2018 not published on the Council's website.	Council is required to publish details of payments over £500 quarterly – payments not yet published as the Council's year end close down has not yet been completed.
<b>Compliment</b>			
13 April	Cross & Beale	Letter complimenting Mr Stickland on his helpfulness and the condition of the grave site when they arrived for a funeral.	
<b>NOTE</b>			
<p>At 26 April Town Council meeting Mr Snow commented that the Clerk had not responded to questions he had asked during the Public Question Time section at the January and February Council meetings. On checking the Minutes following the meeting the Clerk could find no record of any questions that required answering. The Clerk responded to Mr Snow and explained this and he then responded stating that what he wanted to know was the number of hours it had taken to put together the Christmas edition of the Crier. This question had been posed at a meeting of the Community Wellbeing Committee not at a Town Council meeting. The email previously sent him on 17 January 2018 with an answer to his question was then resent.</p> <p>In order to ensure that there is no repeat of this confusion the Clerk would like to suggest that, in future, anyone requiring an answer to a question posed at a Council meeting should write that question on the form provided for that purpose.</p>			

## RECOMMENDATIONS:

1. That the Council considers amending its Standing Orders to require that any question, put during Public Question Time, that requires a response is submitted in writing in order that the Council has a record of that question.
2. That the Community Wellbeing Committee is asked to consider having "Finance" as a standard item on its agenda for every meeting.

### 139. FINANCE

- (i) **Income and Expenditure accounts: To consider different layouts and agree 2018/19 format:** Different formats were discussed, Clerk to Investigate whether it is possible to separate accounts with "Funds Available" from the EMR accounts.

#### RESOLVED:

1. That, in future, the Income and Expenditure account is issued to members in the "Committee" Report format.
2. That, if a Councillor asks a question about the accounts, the response is circulated to all members.

- (ii) **Invoice/receipt books: To consider purchase of bespoke invoice and receipt books.**

**RESOLVED:** At the discretion of the Town Clerk, bespoke invoice and receipt books to be ordered in the most cost effective way. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

- (iii) **Internet banking arrangements: To confirm changes and agree way forward:** At a recent meeting of the audit sub-committee it was agreed to review the way in which online payments are made. Find out if it is possible to reduce the risk by having a second signatory to approve the payments before they are made.

Cheque signatories agreed to meet with the Clerk and contact the Bank to find out if it is possible to arrange changes to the on-line payment authorisation arrangements.

**Internal Audit:** Clerk reported that the Internal Auditor had had an accident and is not able to visit the Council office. He will carry out the audit electronically.

### 140. STAFFING MATTERS

- (i) **Deputy Town Clerk post: To receive update and consider psychometric testing:** Clerk reported that one application has been received to-date but interest has been shown by several other potential applicants, closing date 25 May. It was agreed not to progress the suggestion of psychometric testing.

- (ii) **Staff mobile phones: To consider report and agree way forward :** Discussion about different types of contract.

**RESOLVED:** To defer a decision about staff mobile phones until the next meeting in order to find out the cost if combined with the Council's phone and broadband service.

- (iii) **Health, safety and environmental review: To consider quote for review of health & safety documentation.**

**RESOLVED:** That this would be a useful service to have, obtain alternative quotes for review of

health and safety documentation for further discussion at the next meeting.

- (v) **Van parking: to receive confirmation that the Council's Commercial Motor Insurance policy has no restrictions as to where vehicles are parked:** Discussion about where the van is parked when not being used. Happy with current arrangements.
- (vi) **Vehicle log books: To review format.** Discussion ensued about amending the Vehicle log book to include a "total mileage" column and a "remarks" column.

#### 141. WEBSITE AND IT

- (i) **To review information to be published on the Council's website as a requirement of the Transparency Regulations:** The regulations were reviewed.

**RESOLVED:** That the Council publishes financial data as required i.e. individual items of expenditure exceeding £500, published quarterly, a maximum of one month after the quarter to which it relates. Other data to be published annually on the website as required. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

#### 142. POLICIES & PROCEDURES

- (i) **Scheme of Delegation: To consider any comments with regard to the proposed changes:** Clerk reported that one member has requested clarification as follows:
  - which committee will be responsible for keeping a s.106 'wants' list and
  - provide a short statement about what it means to be a trustee.

Discussion ensued about the process for making the Planning & Licencing Committee aware of any s.106 'wants' so that these can be included in responses to planning applications. Each Committee should prepare an Action Plan.

- (ii) **Standing Orders: To review 2018 amendments for approval of full council**

**RESOLVED:** That the Policy Review Working Group is asked to carry out a full review of the Council's Standing Orders to include process for questions put during the 'Public Question Time' section of a meeting.

#### 143. CORRESPONDENCE

- (i) **Email from member of the public relating to publishing expenditure information on the website.** Considered at Item 138.

**RESOLVED:** That as the time is now 12noon the meeting is extended for a further 15 minutes to complete the agenda. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

**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 James Buczkowski, seconded Cllr Iain Emmett.

#### 144. STAFFING: To receive report (to be tabled at the meeting): Discussed and noted.

**NOTE:** Overtime to be reviewed at the next meeting.

**145. DATE OF NEXT MEETING:** Tuesday 19 June at 10am at Cullompton Scout Hut

The meeting closed at 12.15pm.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

DRAFT