



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on Tuesday 19 June 2018 at 10.00am at the Scout Hut, Cullompton

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

Judy Morris: Clerk

1. **APOLOGIES** were received and accepted from Cllrs: Eileen Andrews (personal), Gordon Guest (personal) and Martin Smith (work).
2. **DECLARATIONS OF INTEREST:** None at this stage of the meeting.
3. **PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.** None.
4. **MINUTES:** The Minutes of the meeting held on 15 May 2018 were approved and signed as a correct record. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.
5. **TERMS OF REFERENCE:** To approve

RECOMMENDATION: That the Committee's Terms of Reference are approved as follows (Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson):

- a. **Administration and Asset Management**
 - i. To maintain a continuous general oversight on the Council's administration.
 - ii. To oversee the strategic and policy issues affecting the Council's acquisition and development of information technology.
 - iii. To recommend on the acquisition and renewal of vehicles and ensure the maintenance and serviceability of vehicles in a road worthy state.
- b. **Finance**
 - i. Control of the finances of the council including recommending and monitoring the annual budget.
 - ii. Proposing the precept demand for the billing authority to be put before the council.
 - iii. To undertake quarterly review of expenditure against the approved budget and to report to the council highlighting any variations.
 - vi. To ensure the proper arrangements for the conduct of the statutory annual audit including the appointment of an internal auditor.

- v. To approve the Annual Statement of Accounts for submission to the council for adoption.
- vi. To consider virements as necessary.
- vii. To undertake regular review of the council's banking arrangements and investments.
- viii. To regularly review the council's insurance requirements.
- ix. To consider grant applications and make recommendations to the full council.
- x. To consider matters referred by the council.

c. Personnel:

- i. To recruit, retain and develop staff to undertake the work of the council.
- ii. The Chairman of the Policy, Finance & Personnel Committee or the Town Mayor or Deputy Town Mayor is to conduct the annual appraisal of the Town Clerk. agree objectives and bring a report back to the Committee
- iii. To agree and monitor training requirements for staff and councillors within an agreed budget.
- iv. To consider requests from members' and staff to attend conferences, courses and meeting relevant to the work of the council.
- v. To consider and bring to a final conclusion any matters emanating from grievance and disciplinary procedures contained in the Contract of Employment applicable to all members of staff employed by the council.
- vi. To receive and note annual and other appraisals and be the point of contact for any appeal.
- vii. To deal with any staff complaint concerning the Town Clerk.
- viii. To deal with any staff matters referred by the Town Clerk.
- ix. To deal with any other personnel matters.
- x. To decide, with the Town Clerk and any other staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures.
- xi. To ensure that the council complies with health and safety legislation.

d. Policy:

- i. To regularly review and update the policies of the Council.
- ii. To ensure that the Council's strategies, policies and procedures are undertaken in accordance with statutory and legislative requirements.
- lii. To make recommendations to the Council on matters which, notwithstanding that they fall within the powers and duties of one or more other committees, are concerned with new or unformulated policy or the utilisation of resources related to policy.
- iv. To consider and make recommendations to the Council on any policy or consultation documents received from other organisations and affecting the area and, in the event of time constraints which prevent consideration by the Council, making a direct response to those documents.

6. **COMMENTS AND COMPLAINTS:** None, Clerk reported that MDDC Monitoring Officer is dealing with one Code of Conduct complaint

7. FINANCE

(i) **Income and Expenditure accounts: To receive financial statements for May 2018:** Noted

NOTES: Find out why the credit card is shown as an asset and not a liability.

(ii) **Committee expenditure report: To review format of report and agree committees**

budget lines: Noted, Clerk explained that, in order to change some budget lines it will be necessary to make journal entries.

8. (iii) **Staff charge: To review charge for staff charge out to other organisations:** Discussion about charges made to outside organisations for staff time such as erection/dismantling of gazebos for Farmers' Market. It was felt that the council should be open and transparent about such costs and treat all organisations in the same way.

It was suggested that organisations should be charged the actual cost to the council in terms of staff salaries/overtime/van running expenses etc. Organisations could then apply for a grant to assist with the cost or, in the case of the Farmers' Market, apply for funding from the Market budget as this budget line was created from a grant provided by the 'Portas Fund' to assist with the management and promotion of markets.

RESOLVED: That, from 1 October 2018, and in order to cover overtime payments and staff add-on costs, staff time is charged out at £25 per hour plus VAT (minimum charge of one hour) to include van journey of up to 10 miles, any additional mileage to be charged at 45p per mile to cover van running expenses. Proposed Cllr James Buczkowski, seconded Cllr Mike Thompson.

NOTE: Administration charges for services such as for Gift of A Burrow for Allotments to be assessed and reviewed.

YOUTH SERVICES

- (i) **Youth Services Working Group:** To receive summary of meetings held on 10 May and 1 June 2018.

RESOLVED: That the summaries of Youth Services Working Group meetings held on 10 May and 1 June 2018 are noted.

- (ii) **Contract renewal: To agree way forward:** Cllr James Buczkowski explained that he fully supported the Town Council providing some form of youth service but he has a real concern about the direction of the working group as it had primarily been set up to look at alternative sources of funding for youth services.

Cllr Lloyd Knight asked why a group couldn't be set up to fund raise and Cllr Mike Thompson stated that he fully supported a service for young people but it should be paid for and run independently of the Council.

It was suggested that the renewal of the YMCA contract should be discussed at a full Council meeting to be held on 12 July 2018.

RECOMMENDATION: That the contract is not renewed to the YMCA, but the remainder of the youth services budget for 2018-2019 is used to provide grants, approved by full council, on the following basis;

- 1) Grants are only made to properly constituted, not for profit organisations;
- 2) Grants must be used to benefit the youth community (Under 24 years) within the Cullompton Parish;
- 3) Grant applications must include a clear and concise plan for the use of the money, who it will benefit and when it will benefit them;

- 4) Any funds not used by the applicant in accordance with the original plan, will be returned to the council.

Proposed Cllr James Buczkowski, seconded Cllr Mike Thompson.

9. STAFFING MATTERS

- (i) **Deputy Town Clerk post: To receive update.** Clerk reported that Maria Weston has been appointed to the post of Deputy Town Clerk and is due to start on 16 July.

NOTE: Cllr Lloyd Knight declared a personal interest in respect of the following item as he is a representative of Utility Warehouse.

- (ii) **Phone and broadband service, to include staff mobile phones: To consider report and agree way forward.**

RESOLVED: That the estimate from BT to upgrade the Council's phone and broadband system and provide two incoming lines at a cost of £174.89 per month is accepted and the Council purchases up to 5 no. mobile contract phone at a cost of £18 per handset per month. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

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

RESOLVED: That this item is deferred until the next meeting to give Councillors more time to consider the 4 no. quotes provided.

10. WEBSITE AND IT

- (i) **Councillor Email addresses: To agree way forward**

RESOLVED: That this item is deferred until the next meeting in order for Councillors to be provided with additional technical information to make an informed decision about which service provider to choose.

- (ii) **Any other website or IT related matters: None**

RESOLVED: That as the time is now 12 noon to extend the meeting for a further 15 minutes in order to complete the business on the agenda.

11. CORRESPONDENCE: 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 Lloyd Knight, seconded Cllr James Buczkowski.

12. STAFFING

- (i) **To receive report:** Report received and noted.
(ii) **To review staff training needs.**

RESOLVED: That staff training needs discussion is deferred until the next meeting and also includes Councillors and review of outdoor staffing levels.

- (iii) **To review staff overtime report:** Reviewed and noted.
- (iv) **Sick leave and phased return to work payment policy.**

RESOLVED: That the Clerk contacts MDDC to find out what their policy is with regard to payment for a phased return to work. Town Council policy should ensure that staff are not out of pocket and any pay difference is made up. Proposed Cllr Mike Thompson, seconded James Buczkowski.

13. OUTSTANDING INVOICES: To receive report: Reviewed and noted.

14. DATE OF NEXT MEETING:

RESOLVED:

1. That meetings continue to be held on third Tuesday of each month at 10am at the Hayridge Centre, the next meeting to be held on 17 July 2018.
2. That meetings of the Policy Review Working Group are held on 4th Friday of each month at 10am in the Town Hall.

The meeting closed at 12.15pm.

SIGNED: _____

DATE: _____