



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on Tuesday 17 July 2018 at 10.00am at the Hayridge Centre

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

Judy Morris: Clerk

Also in attendance: Maria Weston, Deputy Town Clerk

- 1. APOLOGIES** were received and accepted from Cllrs: Eileen Andrews (personal), Gordon Guest (personal) and Mike Thompson (personal).
- 2. DECLARATIONS OF INTEREST:** None.
- 3. PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting. None.
- 4. MINUTES:** The Minutes of the previous meetings held on 8 June and 19 June 2018 were approved and signed as a correct record. Proposed Cllr James Buczkowski, seconded Cllr Lloyd Knight.
- 5. COMMENTS AND COMPLAINTS:** To receive details of any comments or complaints for June/July 2018:

Complaint One: Member of the public concerned that Minutes of meetings and associated documents are not being posted on the website promptly.

RESOLVED:

1. That the complainant is informed that the Committee has considered his complaint and can find no evidence that the Council is not complying with legislation.
2. That Minutes are not posted on the website until they have been approved.

RESOLVED: That 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 Lloyd Knight

The Clerk reported on a complaint and asked the Committee to note that an email from a member of the public had been forwarded to the Police for their information.

The meeting went back into public session.

6. FINANCE

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

NOTE: It was suggested that, in future, if adjustments are made to the accounts, a note is included with the accounts to explain why.

(ii) Cullompton Crier: To review cost of printing and producing v advertising income: Discussion about the most effective way of getting information out to people and whether the Crier is good value for money. Investigate the most effective ways to reach people. Focus on Facebook and promote local events on the Council's Facebook page.

RESOLVED: That £100 is transferred from the Crier budget line to a new "On-line advertising" budget to boost adverts for events in the town, anything that will benefit the town and community. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

(iii) Insurance policy: To review: Policy due for renewal on 1 September. Discussion ensued and it was

RESOLVED: That the Clerk obtains a quote to increase the Town Hall fixtures and fittings to £50k and reduce the cover for the Heritage Boards to £20k.

7. STAFFING MATTERS

(i) Health, safety and environmental review: To consider quotes for review of health & safety documentation: Four estimates received.

RESOLVED: That the Council accepts the quote from Atlas Safety Management Ltd to carry out an initial two day visit to review the Council's health and safety documentation at a cost of £570.00 plus £285 for an advisory report. Also annual review and retained service at a cost of £60 per month. Proposed Cllr James Buczkowski, seconded Cllr Lloyd Knight.

8. WEBSITE AND IT

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

RESOLVED: That the Council members are each provided with an individual email address, through ICT Vision, at a cost of £18 per email address, per year. To be reviewed in 12 months time.

NOTE: Consider policy review to require all Councillors to have a personal town council email address for all council communications, with Town Clerk having the authority to access those email addresses.

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

9. CORRESPONDENCE: None

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 Lloyd Knight.

PART 2: PRIVATE AND CONFIDENTIAL

10. STAFFING

(i) **To receive report:** Report circulated at the meeting, included the following:

- Outdoor worker Terry Buse has now formally retired.
- Deputy Town Clerk has joined the Council staff.
- Work Stations: Consider assessment of work stations to include assessment of suitability of chairs.

RESOLVED: That Atlas Safety Management is contracted to carry out a full work station assessment of all administration staff work stations.

(ii) **To review staff and councillor training needs:** Discussion included:

- Clerk to investigate brushcutter training, First Aid at Work, Safe use of chain saws, ladder work/working at heights.
- Clerk to arrange Code of Conduct training for Councillors
- Cllr Lloyd Knight would like to attend the Devon Association of Local Councils AGM on 3rd October at a cost of £25. He is willing to provide transport for anyone else that would like to attend.

RESOLVED: That Cllr Lloyd Knight attended the DALC AGM on 3rd October at a cost of £25.00.

NOTE: Cllr Lloyd Knight offered to represent the Council at the DALC Larger Local Councils Committee.

(iii) **To review outdoor work staffing requirements:** Deferred until the next meeting.

(iv) **To review staff overtime report:** Noted.

11. OUTSTANDING INVOICES: Noted.

RESOLVED: That invoice for £30 outstanding since December 2017 is written off. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

NOTE: Debt recovery procedure to be followed, solicitors letter to be sent if £120 debt is not paid by the deadline stated in Council letter. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

DATE OF NEXT MEETING: Tuesday 21 August 2018 ay 10am at the Hayridge Centre

The meeting closed at 11.55am.

SIGNED: _____

DATE: _____