



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on Tuesday 21 August 2018 at 10.00am at the Hayridge Centre

Present: Cllr Iain Emmett (in the chair) and Cllrs: Eileen Andrews, Gordon Guest, Lloyd Knight and Mike Thompson

Judy Morris: Clerk

1. **APOLOGIES** were received and accepted from Cllr James Buczkowski (personal).
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 previous meeting held on 17 July 2018 were approved and signed as a correct record. Proposed Cllr Iain Emmett, seconded Cllr Lloyd Knight.
5. **COMMENTS AND COMPLAINTS: To receive details of any comments or complaints for July/August 2018.**
 - (i) **Complaint from member of public re agenda for Community Wellbeing Committee meeting held on 14 August 2018:** It was noted that this complaint had been considered and dealt with by the Community Wellbeing Committee meeting.

Discussion about costings and asking Committees to address matters that are their responsibility and start working out costings. It was noted that the Neighbourhood Plan will require an issue of the Crier and that production costs can be charged back to the Neighbourhood Plan budget.

- (ii) **Any other comments or complaints received during July/August 2018:** Two compliments and one complaint about publishing Minutes on the Council website.

RESOLVED: That, as there is an item on the full Council agenda to consider carrying out an audit to ensure that the Council is complying with the Transparency Code, this complaint is deferred for further consideration once the audit has been completed.

6. FINANCE

- (i) **Income and Expenditure accounts: To receive financial statements for July 2018.**

RESOLVED: That, due to anomalies on the Balance Sheet this item is deferred until the next meeting in order for the Finance Officer to rectify the mistakes. Proposed Cllr Mike Thompson, seconded Cllr Iain Emmett.

- (ii) **Health & Safety: To consider setting up a new budget line for Health & Safety by transferring £1500 from the Contingency budget line (currently £6,000).**

RESOLVED: That a Health and Safety budget line is set up and £1500.00 is transferred from the Contingency budget to the new Health & Safety budget. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

- (iii) **Insurance policy: To confirm that the cover for Town Hall fixtures and fittings has been increased to £50k at no additional cost.** Noted. It was further noted that the new telephone system has been added to the Council's insurance at an additional cost of £16.91 per annum.

- (iv) **Internal Audit: To consider appointment for an internal auditor for the 2018/19 Financial year:** Three estimates obtained. It was agreed that, although the Council has been more than happy with the service provided by its current internal auditor, as the Council has been using the same auditor for the past five years, it would be beneficial to have a change.

RESOLVED: That the Council contracts IAC Audit and Consultancy to carry out its 2018/19 internal audit at a cost of £760.00 for two visits. Proposed Cllr Lloyd Knight, seconded Cllr Gordon Guest.

7. STAFFING AND TRAINING MATTERS

- (i) **Code of Conduct Training: To receive confirmation that Code of Conduct training will be held in the Town Hall on Thursday 18 October and consider inviting Councillors from neighbouring Parish and Town councils to attend.**

RESOLVED: That the Council invites Councillors from neighbouring parishes to attend Code of Conduct training, to be delivered by MDDC Monitoring Officer at Cullompton Town Hall on Thursday 18 October 7pm-9pm. Town Council to provide refreshments.

- (ii) **Deputy Town Clerk: To receive and approve Deputy Town Clerk's training programme.**

RESOLVED: That the Deputy Town Clerk's training programme is approved.

NOTE: Clerk to find out the cost of an extra licence for the Council's finance software and also the cost of training.

- (iii) **ILCA: To receive request that both the Assistant Town Clerk and the Deputy Town Clerk are registered for Introduction to Local Councils at a cost of £99 per person.**

RESOLVED: That both the Assistant Town Clerk and the Deputy Town Clerk are registered for the Introduction to Local Government training at a cost of £99 per person. Feedback progress to the Committee's January 2019 meeting. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

8. WEBSITE AND IT

NOTE: Cllr Mike Thompson declared a personal interest in respect of the following item as he does not want to use a cullomptontowncouncil.gov.uk email address.

- (i) **Councillor Email addresses: To receive objection and agree way forward:** A Report had been circulated with the agenda and was discussed. It was noted that there is no legal requirement to make Councillors use the Town Council email address. Cllr Mike Thompson assured those present that he has set up a separate email account for council business.

Discussion about district and county council email addresses and how these are used and also about computer security. It was noted that the Policy Review Working Group will be reviewing the Council's email and IT policy.

RESOLVED: That Council staff write a short summary (one side of A4) about General Data Protection awareness. This should include:

- Details of how district and county council email addresses are used.
- Computer security.
- Email security.

The summary to be considered as part of the Council's review of its email and IT policy.

- (ii) **Any other website or IT related matters:**

- Discussion about publishing some form of statement on the council's website about publishing minutes i.e. that Minutes will only be published once they have been approved. It was agreed to defer this until the Transparency Audit had been carried out.
- **Out of date information:** Concern that out-of-date information is not removed quickly enough.
- **Automatic response to email contact form:** Investigate setting up an automatic response to emails sent via the Council's website.
- **Information for Councillors without access to email:** Remember to send Councillors with no email access hard copies of emails circulated to other council members.

9. **SOUND AND AUDIO SYSTEM: To receive report and agree way forward:** Discussion about the most effective way to improve the existing system. Cllr Mike Thompson asked that the amplifier box is kept locked so that people can't twiddle with the set-up.

RESOLVED:

- (1) That the Council sources an effective microphone system to be used by both Councillors and members of the public. Proposed Cllr Eileen Andrews, seconded Cllr Iain Emmett.
- (2) That the Council works to provide a sound and audio system for the Town Hall that includes an effective:
 - Microphone system
 - Amplifier system
 - Recording system
 - Hearing loop: (get the current system working).

10. **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 Gordon Guest.

PART 2: PRIVATE AND CONFIDENTIAL

11. STAFFING

- (i) To receive response from Town Clerk with regard to advice received from the Council's solicitor (to be sent under separate cover).

RESOLVED: That the response is noted and that the Council reviews its Code of Conduct and media policy.

RESOLVED: That, as the time is 12noon, to extend the meeting for a further 15 minutes to complete the business on the agenda. Proposed Cllr Iain Emmett, seconded Cllr Gordon Guest.

- (ii) **To receive staffing report:** Noted
- (iii) **To review outdoor work staffing requirements:** Town Clerk and Maintenance Supervisor to review.
- (iv) **To review staff overtime report:** Noted

NOTE: Cllr Eileen Andrews thanked the Council for the loan of gazebos and staff time to erect and dismantle for the Cullompton Festival Fayre.

- (v) **To receive report with regard to Council vehicles:** Noted.

12. OUTSTANDING INVOICES: Noted

13. DATE OF NEXT MEETING: Tuesday 18 September 2018 at 10am at the Hayridge Centre

The meeting closed at 12.15pm.

SIGNED: _____

DATE: _____