



## POLICY, FINANCE & PERSONNEL COMMITTEE

**Minutes of a Committee meeting held on  
Tuesday 18 September 2018 at 10.00am at the Hayridge Centre**

**Present:** Cllr Iain Emmett (in the chair) and Cllrs: Eileen Andrews, James Buczkowski, Gordon Guest, and Mike Thompson.

Judy Morris: Clerk

1. **APOLOGIES** were received and accepted from Cllr Lloyd Knight (work).
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 meeting held on 21 August 2018 were approved and signed as a correct record. Proposed Cllr Eileen Andrews, seconded Cllr Gordon Guest.
5. **RESOLUTIONS: To review resolutions sheet:** Noted.
6. **COMMENTS AND COMPLAINTS:** To receive details of any comments or complaints for August/September 2018.

DATE	NAME	COMMENT/COMPLAINT	Council comment/action
26 August	Mr Rowland By email	Thank you to Cullompton Town Council and the cemetery staff for installing the new benches and bin in the cemetery to make any visit more pleasant and less stressful.	Noted
17 September	Mr C Snow By email	Separation of the accounts for charities and organisations with particular regard to the Town Team accounts.	It is acceptable for the Council to hold funds for an organisation such as the Town Team as the Council is not the sole trustee simply administering the fund for an organisation that has no bank account and was originally set up by MDCC to administer

		JT Centre accounts.	s.106 funding from Tesco for town centre regeneration.  The JT Centre accounts were finalised (See Council Minutes 26/10/2017 Item 98(viii) a
		Staff overtime and staff working hours.	To be discussed in Part 2 at the end of the meeting.
		Accuracy of accounts	The Council's accounts are independently audited every year and the Council has changed its auditor for 2018/19. Payments are checked by two councillors having previously been processed by the Finance Officer and the Town Clerk which means that invoices are generally checked several times before being paid.

**7. FINANCE**

**(i) To receive Income and Expenditure account for July 2018:** Noted

**NOTE:** New budget line to be set up for administration insurance.

**(ii) To receive financial statements for August 2018:** Noted.

**RESOLVED:** That the income from sale of boxing equipment, recompense for bad debt written off for non-payment of rent for JT Centre to be transferred to the grants budget to be used for the benefit of the local community. Proposed Cllr James Buczkowski, seconded Cllr Mike Thompson.

**NOTE:** Discussion about cost of diesel for van and also investigating a service level agreement when taking out any future van lease agreements. It was suggested that the van log book is brought to future meetings, also ask staff to record the van's mileage when purchasing fuel.

**(iii) To consider policy for use of Community Event budget lines.**

**RESOLVED:** That a process is created to enable groups and organisations to apply for a grant from the Community Event budget towards the cost of organising a community event. Applications will be considered by the PFP Committee as and when required. Proposed Cllr James Buczkowski, seconded Cllr Gordon Guest.

**(iv) Staff Christmas meal: To consider making a contribution to staff Christmas meal.**

**RESOLVED:** That the Council makes a contribution of £15 per staff member towards the cost of

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Christmas meal.

**NOTE:** Discussion about organising a social event for Councillors.

**8. STAFFING AND TRAINING MATTERS**

(i) **Update Report:** Noted

(ii) **Financial Software: To consider arranging training for Deputy Town Clerk at a cost of £399 plus expenses.**

**RESOLVED:** That financial software training is arranged at a cost of £399 plus expenses for a trainer to spend one day in the Council office to provide training to staff, to include Deputy Town Clerk. The training programme to be brought to the next meeting for approval. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

(iii) **Society of Local Council Clerks: To consider paying Town Clerk's membership fee.**

**RESOLVED:** That the Council pays the Town Clerk's subscription to the Society of Local Council Clerks at a cost of £258 per year. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett,

**9. WEBSITE AND IT**

(i) **To receive response from Vision ICT re setting up an automatic response to emails sent via the Council's website and agree way forward:** Vision ICT have given the following two options:

**Option 1:** When a visitor completes the form and clicks submit we can display any message on the screen. There will be no charge for this – just let us know which message you would like us to add.

**Option 2:** We can build into the system a bespoke feature for you that will automatically generate an email to the person completing the enquiry form with any message you like on the email. The charge for this would be £150 + VAT.

**RESOLVED:** The Council will accept Option One but would prefer Option Two providing it is free of charge.

(ii) **Any other website matters:** Clerk was asked to investigate why the black band at the top of the front page has become wider.

**10. SOUND AND AUDIO SYSTEM: To consider estimate and agree way forward.** Clerk reported that she has made appointments to meet two sound system companies to discuss an upgrade to the Council's sound and recording system. It was suggested that the Council considers leasing equipment. Clerk to report back to the next meeting.

**11. CORRESPONDENCE**

(i) **Mr Macllroy:** To acknowledge receipt of various documents.

**RESOLVED:** That the Council acknowledges receipt for the documents provided by Mr Macllroy, file to be created and kept in safe. Proposed Cllr Gordon Guest, 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 Iain Emmett, seconded Cllr Gordon Guest.

**12. STAFFING**

**(i) To receive staffing report (to be tabled at the meeting):** Noted and the following was agreed:

- **Deputy Town Clerk:** Clerk and Town Mayor to conduct an appraisal and, subject to a satisfactory appraisal, the position to be made permanent. Proposed Cllr James Buczkowski, seconded Cllr Gordon Guest.
- **Health & Safety document review:** Report to be considered at the next meeting.

**(i) To review staff overtime report (to be sent separate from the agenda)** Report considered and also matters raised by a member of the public relating to concerns about staff overtime and working hours.

**RESOLVED:** That the Committee holds an extraordinary meeting to review staffing levels. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

**NOTE:** Respond to member of the public explaining that there are operational needs which reflect the need for some outdoor staff to start work at 6am.

**13. OUTSTANDING INVOICES: To receive report:** Noted.

**14. DATE OF NEXT MEETING:** Tuesday 16 October 2018 at 10am at the Hayridge Centre

The meeting closed at 12.30pm.

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

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