



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on Tuesday 19 February 2019 at 10am at the Hayridge Centre

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

Judy Morris: Clerk

1. **APOLOGIES:** None.
2. **DECLARATIONS OF INTEREST:** None.
3. **PUBLIC QUESTION TIME:** None.
4. **MINUTES:** The Minutes of the previous meeting held on 30 January 2019 were approved and signed as a correct record after amending Item 10 (Public Questions: Budget setting process) to read : "Concern about the budget setting process and the lack of a three year financial plan. "Committee Chairmen and *the Responsible Finance Officer* should be mindful that this is a requirement of the Council's Financial Regulations". Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

NOTE: In future details of proposer and seconder to be recorded against all resolutions of the Council and its Committees.

5. **RESOLUTIONS: To note resolutions sheet:** Noted
6. **ITEMS DEFERRED FROM PREVIOUS MEETING**
 - (i) **To consider setting up an IT Committee (Cllr Mike Thompson):** Cllr Mike Thompson explained that, for years the Council had an IT Committee, this was disbanded some time ago and he now has a concern that technical issues are being decided away from the Councillors. He highlighted a recent issue with the website "contact" facility which has not been working. He asked if the website provider issues tickets for defects.

Concern that the council already has a lot of committees and another committee would need minutes/staffing etc. A sub-group was suggested that could just meet as and when required.

Cllr Mike Thompson suggested that the IT Committee could also have responsibility for the CCTV system as this requires upgrading. Cllr Lloyd Knight suggested that responsibility for

the CCTV System is moved from the Town Centre & Economic Development Committee to the Cemetery & Town Hall Committee.

RESOLVED:

1. That a meeting is convened with the website host company. All Councillors to be invited to attend the meeting. Proposed Cllr Gordon Guest seconded Cllr Lloyd Knight.

NOTE: A copy of the website contract to be circulated to all PFP Committee members.

2. That the Policy Review Working Group reviews the Council's Scheme of Delegation, to include looking at the structure and strategies of the Committees and how an IT group would fit into that structure. Review to be completed before the elections in May 2019. Proposed Cllr Gordon Guest, seconded Cllr Lloyd Knight.

7. **COMMENTS AND COMPLAINTS: To receive details of any comments or complaints for January/February 2019:** Clerk reported one Freedom of Information request relating to the rent of a garage space for the storage of market gazebos. The Clerk reported that, since January 2014, the Council has rented a plot from Mid Devon District Council and purchased the garage shell from the previous tenant for £300.

NOTE: Clerk to add the garage shell to the asset register and find out the cost to insure the garage. She confirmed that the items stored in the garage are insured. Clerk to also revise the number and value of market gazebos on the asset register.

8. **FINANCE**

- (i) **To receive financial statement for January 2019:** Noted

NOTE: Clerk to circulate Committee members with details of Town Hall expenditure for January 2019 (£1107)

- (ii) **Budgets and projections, including recommendations for transfers from Ear Marked Reserves:** Report circulated with the agenda.

- (a) **CEMETERY:** Income less than predicted, expenditure more than predicted, possible shortfall £5k. Burial Fees: Predicted Income £32k, income to-date £25k, Cemetery Expenses: Predicted £13580 – Expenses to-date £1466

RESOLVED: Review cemetery budget at end of financial year. Proposed Cllr Iain Emmett, seconded Cllr Gordon Guest.

- (b) **ST ANDREWS CAR PARK:** Predicted expenditure £2,000, actual to-date £2,339

Income share of "pay & display" meter not yet received (Approximately £3k for 4 months (Sept-Dec 2018 inclusive), anticipate a further £2.5k to end of financial year.

St Andrews Car Park improvements (budget £2k)

Set up costs £4132.95, Town Centre & Economic Development Committee has recently agreed to install a car park barrier at the far end of the car park, approximate cost £1k.

RESOLVED: That a new budget heading for St Andrews car park income is set up and reviewed at end of financial year to assess whether there is any requirement to transfer funds from EMR – Car Park Improvements. Proposed Cllr Iain Emmett, seconded Cllr Lloyd Knight.

- (c) **CHRISTMAS LIGHTS** (Budget 7k) Spend to-date £5822.00 – 2 no. invoices to pay totalling approximately £2.6k but income of £500 for Christmas tree sponsorship.

RECOMMENDATION: Transfer £1.1k from EMR Christmas Lights. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

- (iii) **Projector: To consider purchase of replacement projector for main hall:** Report circulated with agenda, a replacement, ceiling mounted, projector will cost approx. £320.00.

RESOLVED: That a budget of £1,000 is allocated for the purchase, installation and extended warranty. Clerk to investigate and come back to the next committee meeting with details of: compatibility with existing system, cable connections, extended warranty, best value for money and insurance costs. Proposed Cllr Iain Emmett, seconded Cllr Gordon Guest.

- (iv) **Card Payments: To receive report and agree way forward:** Report circulated with the agenda.

RESOLVED: That the Council enters into a contract with WorldPay for 18 months. Committee to review costs at 6 months and again at 12 months. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

- (v) **Internet Banking: To consider granting the Finance Officer full delegate access.**

RESOLVED: That the Finance Officer is given full delegate access to the Council's internet banking facility. This will enable her to set-up payments but not to authorise payments. Proposed Cllr Gordon Guest, seconded Cllr Mike Thompson.

9. STAFFING AND TRAINING MATTERS

- (i) **Update Report:** Noted, discussion about using contractors to carry out some of the routine work such as playground inspections. Also need to have a fall back position if council staff are unable to dig a grave.

Clerk to contact other local authorities to establish whether they would be willing to dig a grave if council staff were, for some reason, not able to do this and what they would charge. Also find out what MDDC will charge for play area inspections.

- (ii) **Supervisory Visits: To consider keeping a record:** Cllr Mike Thompson reported his concerns that there is no record of supervisory visits.

RESOLVED: That the Clerk brings the current work schedule to the next committee meeting for information and review. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

- (iii) **Staff mobile phones: To consider means by which Councillors contact a member of staff in an emergency situation.** Clerk reported that staff members and volunteers are provided with details of emergency phone numbers on laminated cards.

RESOLVED: That a laminated card, with details of phone numbers that a Councillor may require in an emergency, is drafted and brought to the next meeting for review. Proposed Cllr Gordon Guest, seconded Cllr Kerry Baldwin.

- 10. DATA PROTECTION OFFICER: To receive report and agree way forward:** When the GDPR Regulations were introduced in May 2018 Town and Parish Councils were required to appoint a Data Protection Officer. This was to avoid a conflict of interests. Following pressure from Town and Parish Councils the government withdrew this requirement as many of the smaller parish councils were concerned about cost.

As the Council is no longer obliged to have a DPO under the revised legislation the Council may not wish to continue with the services of the DPO at the end of the first year (May 2019).

Discussion about the advantages/disadvantages of appointing a Data Protection Officer.

RESOLVED: That the Town Council does not renew the contract and discontinues using the services of a Data Protection Officer when the contract come to an end in May 2019. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

- 11. WEBSITE AND IT: To consider any matters brought to the attention of the Committee:** None

- 12. CORRESPONDENCE: Any correspondence received after the date of this agenda:** 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 Lloyd Knight, seconded Cllr Gordon Guest.

13. STAFFING

(i) **To receive staffing report (part 2):** Noted

(ii) **Job Evaluations: To consider estimates:** Due to time constraints it was agreed to defer this item until the next meeting.

- 14. OUTSTANDING INVOICES AND PAYMENTS: To receive report:** Noted.

RESOLVED: That the Council reviews its debt collection policy, to include a charge for late payment of invoices.

- 15. DATE OF NEXT MEETING:** Tuesday 19 March at 10am

The meeting closed at 12.50pm.

SIGNED: _____

DATE: _____