



POLICY, FINANCE & PERSONNEL COMMITTEE

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

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

Judy Morris: Clerk

1. **APOLOGIES:** Cllr Lloyd Knight (work).
2. **DECLARATIONS OF INTEREST:** None.
3. **PUBLIC QUESTION TIME:** None.
4. **MINUTES:** The Minutes of the previous meeting held on 10 February 2019 were approved and signed as a correct record. Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay.

NOTE: Clerk to check the agreement for the website, for review at the next meeting.

5. **RESOLUTIONS: To note resolutions sheet:** Noted

6. **COMMENTS AND COMPLAINTS:** None

7. FINANCE

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

NOTE: Clerk to circulate members with details of the following:

- Break down of van running expenses for February (£117).
- Details of payment for CCTV repair (£438).
- Details of monthly direct debit payment of £88.80 for mobile phones.

- (ii) **Projector: To consider purchase of replacement projector for main hall**

RESOLVED: To defer this item until the next meeting in order to obtain advice about specification to ensure that the Council purchases a projector that best meets its needs. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

- (iii) **Photocopier: To consider draft tender for replacement photocopier:** Defer until the next

meeting as information missing from agenda pack.

8. STAFFING AND TRAINING MATTERS

- (i) **Training report: To receive and approve website training for staff:** Report circulated with the agenda.

RESOLVED: That the Council pays £225 for a half day website training for members of the Council's administration staff. Proposed Cllr Ian Findlay, seconded Cllr Gordon Guest.

Cllr Mike Thompson explained that he considered it would be helpful to Council staff if Councillors were able to assist with updating the website. He reported his concerns about the "Contact" form on the website not working consistently, it was suggested that a separate email address is set up for website emails.

- (ii) **Emergency contacts: To approve draft card :** Discussion about whether there is a need for Councillors to have emergency contact numbers for Council staff.

RESOLVED: That a call divert system is investigated so that the Office mobile phone can divert to the Town Clerk's phone out of office hours and also a similar facility for the Maintenance Supervisor.

- (iii) **New Councillor induction training schedule: to approve**

RESOLVED: That the draft induction training schedule, prepared by the Town Clerk, is approved. This includes meeting dates for May 2019 when full Town Council meetings will be held on 16 May and 30th May. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

9. WEBSITE AND IT:

- (i) **Meeting with website designer: to receive report and agree any actions required:** Summary of meeting circulated with the agenda, those that had attended found it to be a very useful meeting. It was good to be able to clarify some of the issues. The meeting looked at other Town Council websites and ways to improve the Council's own website. Some of these changes have been implemented by the Assistant Town Clerk.

It was suggested that members take a look at Thame Town Council and Salisbury Town Council websites.

The Council website provider has offered to improve the header display on the Council's website and also add further visuals to the site for £25.00.

RESOLVED: That the Council accepts the offer from VisionICT to improve the header display and add further visuals to the website for a cost of £25. However images to be approved by the Committee before submitting to VisionICT for display on website. Proposed Cllr Iain Emmett, seconded Cllr Gordon Guest.

10. POLICY REVIEW WORKING GROUP

- (i) **To receive draft Minutes of meeting held on 27 February**
(ii) **To receive revised Scheme or Delegation for approval by full council**

RESOLVED: That the revised Scheme of Delegation is recommended for approval by full council after deleting the recommendation to remove the reference to the Council's Sport and Leisure Strategy in the terms of reference for the Community Wellbeing Committee and rewriting the clause relating to non-councillor members of committees etc. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

Public Question Time: Cllr Mike Thompson suggested that the Council rethinks the format of its Public Question Time sessions at the beginning of meetings as there are occasions when a member of the public may wish to make a statement rather than ask a question.

RESOLVED: That the Clerk finds out how other Councils structure their public forums. Proposed Cllr Gordon Guest, seconded Cllr Iain Emmett.

11. CORRESPONDENCE:

(i) **Valuation Office** has stated that, based on the information they hold the rateable value for the cemetery has not changed. The Council has 4 months in which to challenge the decision.

RESOLVED: Council to challenge the decision not to change the cemetery's rateable value. Clerk to obtain professional advice.

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 Gordon Guest.

12. STAFFING

(i) **Staffing report: To consider:** Noted.

(ii) **Job Evaluations: To consider estimates**

RESOLVED: To defer consideration of estimates for job evaluation exercise until after the elections. Proposed Cllr Mike Thompson, seconded Cllr Iain Emmett.

(iii) **Site and supervisory visits: To review procedures and forms:** Clerk to circulate forms to members for information.

13. OUTSTANDING INVOICES AND PAYMENTS

(i) **To receive report:** Discussion about outstanding invoices.

RESOLVED:

1. That a member of staff makes contact with the debtors and provides an opportunity to settle the invoice. If not settled then the council's solicitor to be instructed to attempt to recover the largest debt owing to the Council (£102). Proposed Cllr Ian Findlay, seconded Cllr Eileen Andrews.

2. That the following clause is added to the bottom of all invoices sent out by the Council *"Terms are strictly 30 days from invoice. Late payment will insure a surcharge of 8% over the Bank of England base rate for the total of the initial 30 days and every 30 days thereafter"*

(ii) **To review policy flowchart:** Noted (amend to make it clear what happens to a debt of exactly £50).

14. **DATE OF NEXT MEETING:** Tuesday 16 April 2019 at 10am

The meeting closed at 12.10pm.

SIGNED: _____

DATE: _____

DRAFT