



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on Tuesday 16 April 2019 at 10am at the Hayridge Centre

Present: Cllr Iain Emmett (in the chair) and Cllrs: Ian Findlay and Mike Thompson.

Judy Morris: Clerk

1. **APOLOGIES:** Cllr Lloyd Knight (work), Cllr Gordon Guest (personal), Cllr Kerry Baldwin (personal) and Cllr Eileen Andrews (health).
2. **DECLARATIONS OF INTEREST:** None.
3. **PUBLIC QUESTION TIME:** None.
4. **MINUTES:** The Minutes of the previous meeting held on 19 March 2019 were approved and signed as a correct record. Proposed Cllr Ian Findlay, seconded Cllr Mike Thompson.
5. **RESOLUTIONS: To note resolutions sheet:** Noted.
6. **COMMENTS AND COMPLAINTS:** None.
7. **FINANCE**
 - (i) **To receive draft financial statements for March 2019:** Noted.
 - (ii) **To consider and approve transfers to Ear Marked Reserves for 2019.20.**

RECOMMENDATION: That the balances from the following budget lines are carried forward from 2018/19 to 2019/20 as Ear Marked Reserves: (Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson).

4005	CCTV
4090	Payroll
4068	IT Support
4085	Mayoralty Fund
4110	St Andrews car park Improvements
4120	Town Maintenance
4126	Play Equipment Fund
4300	Cemetery Equipment
4820	Neighbourhood Plan

4825	Townscape Heritage Scheme
4860	Election Contingency
9022	EMR Cemetery Project
9026	EMR Town Hall Improvements
9028	EMR Play Area Fund
9030	EMR Railway Feasibility
9032	EMR Car Park Improvements
9038	EMR Townscape Heritage
9040	EMR Van Fund
9044	EMR Christmas Lights
9046	EMR Community Events
9050	Public Rights of Way
9052	EMR Staffing contingency
9054	EMR Mayoralty Fund
9081	EMR Maintenance Equipment
9085	Town Team
9070	Market
9087	Christmas Event

(iii) **Audit Arrangements: To receive confirmation of audit schedule:** Noted.

(iv) **Grants: To consider grant applications.**

NOTE: 2019/20 grant budget is £2,000.

RECOMMENDATION: That grants are approved as follows: (Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson).

Organisation	Purpose of grant	Amount requested	Grant paid 2018.19	Recommended grant 2019.20
Citizens' Advice Bureau	To provide an outreach service in Cullompton for the benefit of the local community providing free, independent advice and information.	£500	£500	£500.00
Cullompton Ace Majorettes	Themed outfits for routines	£300.00	£200	£200.00
Culm Voluntary Car Scheme	To help towards general running expenses of this essential service for local residents who would find it difficult to get to hospitals, doctors' surgeries and other health visits by any other means.	£300	£300	£300.00
Cullompton Scout Group	4mx8m instant gazebo event tent for use as a field kitchen	Any	Nil	£300.00

	and eating area at camps, it will also be used for many outdoor events including sports and fun days.			
Cullompton & Tiverton Red Box Project	Provide boxes and bins that are placed at donation points and in schools, and to cover the cost of printing and laminating information leaflets and posters that are placed in schools and donation points.	Any	Nil	Defer – contact Cullompton Community College to find out if they support the scheme
Cullompton Family Centre	Keeping the centre open and regular sessions for the many who attend (very busy as other groups closing). Ongoing costs, refreshments, equipment	£500	£250	£350.00
Cullompton Walronds Preservation Trust	<ol style="list-style-type: none"> 1. Provision of 3 additional interpretation boards. 2. Course for young parents to prepare, cook and serve family meals suitable for all the family to include weaning babies onto healthy solid food. The course was requested by the health team from College Surgery. 	£200 (£100 for each project)	Nil	£200.00
Total				£1850.00

NOTE: Consider setting up a separate budget line for annual grants such as CAB and Culm Voluntary Car Scheme.

(v) Transfers to fixed term deposit accounts: To confirm.

RESOLVED: That the Council reinvests into another Lloyds Bank Fixed Term Deposit when funds mature. Review in 6 months. Proposed Cllr Mike Thompson, seconded Cllr Iain Emmett.

(vi) Photocopier: To consider draft tender for replacement photocopier.

RESOLVED: That the draft tender for replacement of photocopier is approved. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

(vii) South West Councils: To approve annual subscription payment (£425.00).

RESOLVED: That the Council continues its membership of South West Councils and pays the annual membership of £425.00. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

8. STAFFING AND TRAINING MATTERS:

- (i) Training: To consider 'Quotes, Contracts and Tendering' training for Town Clerk at a cost of £90 plus VAT**

RESOLVED: That the Clerk undertakes 'Quotes, Contracts and Tendering' training at a cost of £90 plus VAT. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

- (ii) To consider any other training or staffing matters:** Clerk to investigate First Aid and Working at Heights training for staff.

9. WEBSITE AND IT:

- (i) To receive update report and consider purchase of 3 no. laptops to replace out of date machines:** Report circulated with agenda. Discussion about upgrading 3 no. computers which are running Windows 7. The Council's IT advisor has suggested that they are replaced with up-to-date machines which are all sold with Windows 10 by default.

RESOLVED: That the Clerk investigates the cost of 3 no. good quality laptops, to possibly include an SSD Drive, and bring details to the next meeting. Proposed Cllr Mike Thompson, seconded Cllr Iain Emmett.

10. POLICY REVIEW WORKING GROUP

- (i) To receive draft Minutes of meeting held on 21 March 2019:** Noted
- (ii) To receive revised Financial Regulation for approval by full council:** Noted
- (iii) Public participation at meetings: To consider report:** Report circulated with agenda. Discussion about the format of public participation sessions.

RESOLVED: That, in order to encourage public participation in Council meetings, the Public Question Time section of full council and committee meetings is renamed 'Public Participation'.

11. CORRESPONDENCE: Any correspondence received after the date of this agenda: None

RESOLVED: that due to the sensitive/commercial 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 Mike Thompson.

12. STAFFING

- (i) Staffing report: To receive update report, including use of contract labour for outside work:** Noted

13. OUTSTANDING INVOICES AND PAYMENTS

- (i) To receive report:** Noted

14. REPLACEMENT PROJECTOR FOR HALL: To consider estimates. Discussion about the specification of the projector, Clerk to obtain further estimates for consideration at the next meeting

15. DATE OF NEXT MEETING: To be advised.

Meeting closed at 11.50pm

SIGNED: _____

DATE: _____

DRAFT