



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on Thursday 30 May 2019 at 1pm in the Town Hall

Present: Cllr Ian Findlay (in the chair) and Cllrs: Eileen Andrews, Kerry Baldwin and Lloyd Knight*

Judy Morris: Clerk

*In attendance for part only of the meeting

1. **APOLOGIES:** Cllr Gordon Guest (meeting).
2. **CHAIRMAN:** Cllr Ian Findlay was elected Chairman for the 2019/20 civic year. Proposed Cllr Eileen Andrews, seconded Cllr Kerry Baldwin
3. **DECLARATIONS OF INTERESTS:** None.
4. **PUBLIC PARTICIPATION:** None.
5. **MINUTES:** The Minutes of the previous meeting held on 16 April 2019 were approved and signed as a correct record of that meeting. Proposed Cllr Lloyd Knight, seconded Cllr Ian Findlay.
6. **TERMS OF REFERENCE: To review**

RECOMMENDATION: That the Committee's Terms of Reference are approved as follows (Proposed Cllr Lloyd Knight, seconded Cllr Eileen Andrews).

NOTE: One minor change from the previous year: c (iv) the word '*members*' changed to '*councillors*' for clarity.

a. Administration:

- i. To maintain a continuous general oversight on the Council's administration.
- ii. To oversee the strategic and policy issues affecting the Council's acquisition and development of information technology.
- iii. To recommend on the acquisition and renewal of vehicles and ensure the maintenance and serviceability of vehicles in a roadworthy state.

b. Finance

- i. Control of the finances of the council including recommending and monitoring the annual budget.
- ii. Proposing the precept demand for the billing authority to be put before the council.
- iii. To undertake quarterly review of expenditure against the approved budget and to report to the council highlighting any variations.
- iv. To ensure the proper arrangements for the conduct of the statutory annual audit including the appointment of an internal auditor.
- v. To approve the Annual Statement of Accounts for submission to the council for adoption.
- vi. To consider virements as necessary.
- vii. To undertake regular review of the council's banking arrangements and investments.
- viii. To regularly review the council's insurance requirements.
- ix. To consider grant applications and make recommendations to the full council.
- x. To consider matters referred by the council.

c. Personnel:

- i. To recruit, retain and develop staff to undertake the work of the council.
- ii. The Chairman of the Policy, Finance & Personnel Committee or the Town Mayor or Deputy Town Mayor is to conduct the annual appraisal of the Town Clerk. agree objectives and bring a report back to the Committee
- iii. To agree and monitor training requirements for staff and councillors within an agreed budget.
- iv. To consider requests from Councillors and staff to attend conferences, courses and meetings relevant to the work of the council.
- v. To consider and bring to a final conclusion any matters emanating from grievance and disciplinary procedures contained in the Contract of Employment applicable to all members of staff employed by the council.
- vi. To receive and note annual and other appraisals and be the point of contact for any appeal.
- vii. To deal with any staff complaint concerning the Town Clerk.
- viii. To deal with any staff matters referred by the Town Clerk.

- ix. To deal with any other personnel matters.
- x. To decide, with the Town Clerk and any other staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures.
- xi. To ensure that the council complies with health and safety legislation.

d. Policy:

- i. To regularly review and update the policies of the Council.
- ii. To ensure that the Council's strategies, policies and procedures are undertaken in accordance with statutory and legislative requirements.
- iii. To make recommendations to the Council on matters which, notwithstanding that they fall within the powers and duties of one or more other committees, are concerned with new or unformulated policy or the utilisation of resources related to policy.
- iv. To consider and make recommendations to the Council on any policy or consultation documents received from other organisations and affecting the area and, in the event of time constraints which prevent consideration by the Council, making a direct response to those documents.

7. RESOLUTIONS: To note resolutions sheet: Noted.

8. COMMENTS, COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS: To receive details of any comments, complaints or Freedom of Information requests for April/May 2019 : Received and noted as follows:

DATE	NAME	COMMENT/COMPLAINT	Council comment/action
COMPLAINTS			
29/04 /2019		Lack of work being carried out in the cemetery	It was accepted that Council cemetery staff do work hard and are entitled to take breaks during their working day. Also staff shortages and holidays has meant that the Council has got behind with the grass cutting in the cemetery. Contractor to be employed to assist, short term, with grass cutting
17/05 /2019		Filthy state of public toilets in Station Road, smells like someone is sleeping in there. Stains on the walls and floor has not been disinfected for a long while.	Contractor now being employed to clean the toilets two days each week to free Council staff up to

		carry out other tasks such as grass cutting. Monitor situation.
--	--	---

FREEDOM OF INFORMATION REQUESTS

30/04/2019 – Request for information regarding the contract between Cullompton Town Council and the YMCA to provide youth services – response sent 21/05/2019 as information not available until the Contract was approved at a Town Council meeting on 16/05/2019 - Noted

11/05/2019 – Request for information relating to cemetery running costs – response sent 16/05/2019 – Further request received 22/05/2019 - Noted

17/05/2019 – Request for specific and legal policy information on the maximum distance that residential refuse wheelie bins can be located from the main road - Noted

17/05/2019 – Request for clarification of the legal position for emergency vehicles that need to park on Fore Street - Noted

17/05/2019 – Request for information of car ownership in the town centre - Noted

22/05/2019 – Request for information relating to public toilet - Noted

The Council has also received one Subject Access Request – Noted

9. FINANCE

- (i) **To receive Income and Expenditure report for 2018.19:** Noted.
- (ii) **To receive balance sheet for 2018/19:** Noted.
- (iii) **To receive and approve draft Annual Return for 2018/19:** The Committee considered and discussed the questions in the Annual Governance Statement 2018/19.

RECOMMENDATION: That the Council answers ‘Yes’ to questions 1-9 on the Annual Governance Statement and approves the Accounting Statements for 2018/19 for submission to the External Auditor (Proposed Cllr Ian Findlay, seconded Cllr Kerry Baldwin).

- (iv) **To consider purchase of 3 no. laptops, printer and filing cabinet:** The Council has three computers, two laptops and one tower, which are running Windows 7. Support for Windows 7 stops in January 2020. The Council’s IT advisor has suggested that these are upgraded as they are all more than five years old. New machines are all sold with Windows 10 by default and will be more efficient.

RESOLVED:

1. That the Council purchases 3 no. laptop computers to replace out-of-date machines at a cost of £500 plus VAT per machine from a local supplier. Proposed Cllr Ian Findlay, seconded Cllr Kerry Baldwin.
2. That a colour laser printer is purchased for the Committee Room for 2 no. members of staff to share to replace black and white machine, maximum cost £250.00. Proposed Cllr Lloyd Knight,

seconded Cllr Eileen Andrews.

3. That, if possible, the Council purchases a second-hand filing cabinet for the Town Clerk's office. If not able to find a second-hand filing cabinet then refer back to Committee. Proposed Cllr Kerry Baldwin, seconded Cllr Lloyd Knight.

(v) **Arts Council National Lottery grant application: To receive confirmation that an application has been submitted for Arts Council funding to provide workshops for the Christmas Lights event.** Noted.

10. STAFFING AND TRAINING MATTERS:

(i) **Training: To review training schedule**

RESOLVED: That the draft training schedule is approved and

1. That the Clerk organises a First Aid at Work training session for staff and Councillors in the Town Hall at a cost of £300. (Proposed Cllr Lloyd Knight, seconded Cllr Kerry Baldwin).
2. That the Town Mayor is registered to undertake the Introduction to Local Councils (ILCA) training at a cost of £99 plus VAT to assist him in his role as Chairman of the Council. (Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay).

11. **WEBSITE AND IT: To consider any relevant matters.** Clerk reported that an IT specialist had been engaged to sort out an emergency situation when staff were unable to access the internet.

12. POLICY

- (i) **Quotes, contracts and tendering:** to ask the Policy Review Working Group to consider amending the Council's Financial Regulations and Standing Orders to enable the Council to receive tender documents by email and also consider how information about contracts and tenders is published on the Council's website.
- (ii) **Freedom of Information requests:** to ask the Policy Review Working Group to consider how information is to be published on Council's website.

RESOLVED: That the Policy Review Working Group will meet on Wednesday 24 July at 10.30am to review policies and consider:

- amending the Council's Financial Regulations and Standing Orders to enable the Council to receive tender documents by email and also consider how information about contracts and tenders is published on the Council's website.
- Consider how information is to be published on Council's website and
- consider how the Council elects the Chairman of its Standing Committees.

13. **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 Lloyd Knight, seconded Cllr Kerry Baldwin

14. STAFFING

(i) **Staffing report: To receive update report.** Noted, Clerk to write draft Job Specification for next meeting.

- (ii) **Job Evaluations:** To consider estimates and agree way forward. Two estimates received, it was noted that this matter had been deferred from the meeting held on 19 March 2019.

RESOLVED: That the Council appoints South West Councils to undertake a job evaluation.
Proposed Cllr Ian Findlay, seconded Cllr Kerry Baldwin.

15. **OUTSTANDING INVOICES AND PAYMENTS: To receive report;** deferred until the next meeting due to time constraints.

Cllr Lloyd Knight left the meeting.

16. **COMPLAINTS**

- (i) **To receive details of complaint relating to Head Weir Road play area and agree way forward.**

RESOLVED: That the complaint is noted and the response, drafted by the Town Clerk as advised by the Council's solicitor, is approved. Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay.

- (ii) **To review complaint relating to Council response to planning application and agree way forward:** It was suggested that the names of the proposer and seconder of any response to a planning application are not included when then response is sent to Mid Devon District Council.

17. **CEMETERY GRASS CUTTING: To consider estimates:** Three estimates obtained.

RESOLVED: To accept the estimate from Plandscape to cut the grass in the middle top section of the old cemetery at a cost of £333.90 per occasion and find out what they would charge to cut the entire top section. Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay.

18. **REPLACEMENT PROJECTOR FOR HALL: To consider estimates.** Three estimates obtained.

RESOLVED: That the middle of the three estimates from Sound & Light at a cost of £1442.16 plus installation (estimated at £350.00) plus VAT is accepted. Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay.

19. **DATE OF NEXT MEETING:** Thursday 11 July at 10.30am.

The meeting closed at 3.40pm

SIGNED: _____

DATE: _____