

APPENDIX A



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on Thursday 11 July 2019 at 10.30am 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 (personal).
2. **DECLARATIONS OF INTERESTS:** None.
3. **PUBLIC PARTICIPATION:** None.
4. **MINUTES:** The Minutes of the previous meeting held on 30 May 2019 were approved and signed as a correct record of that meeting. Proposed Cllr Lloyd Knight, seconded Cllr Eileen Andrews.

Cllr Kerry Baldwin joined the meeting.

5. **RESOLUTIONS:** Noted
6. **COMMENTS, COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS:** To receive details of any comments, complaints or Freedom of Information requests for May/June 2019

DATE	NAME	
COMPLAINTS		
June 2019		Several emails relating to the Council's decision to recommend refusal of a planning application. It is understood that the member of the public has now made a formal complaint to the MDDC monitoring officer. RESOLVED: That, as the complaint is about the Council as a corporate body, the matter is left to the Monitoring Officer to deal with.
July		Council van parked on pavement opposite the Town Hall, concern about

APPENDIX A

2019	damage to pavements. RESOLVED: That a letter is sent to all Council employees pointing out that it is an offence to park on the pavement, in future when using the Council vehicle can it be ensured that it is parked in a dedicated parking space. Also, as staff and councillors are in the public eye it is advisable to do the same when using your personal vehicle. Copy to all Councillors. Proposed Cllr Kerry Baldwin, seconded Cllr Eileen Andrews.
No Freedom of Information requests 1 no. request to inspect the Council's Accounts – (Local Audit and Accountability Act 2014) – inspected by member of the public 5 July 2019. Some documents copied. Refused access to some documents for reasons of confidentiality (personal data).	

7. FINANCE

(i) **Internal Audit report: To receive and approve any action to be taken.** The report made the following observations:

- (a) It was noted that bank reconciliations and supporting bank statements have not been signed as evidence of independent review (This was also an Observation at the Interim Audit visit).

RESOLVED: Bank reconciliation check list to be reviewed, as the Council now has new members, and regular reminders to be send to Councillors to remind them to call into the office to undertake the bank reconciliation. Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay

- (b) The Council maintains an asset register which has been updated with additions and disposals in the year. As at the date of the year end audit visit the Asset Register had not been subject to formal review and approval by the Council.

RESOLVED: That the asset register will be reviewed at the next meeting, at the same time as the Committee reviews the insurance policy. Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay

- (c) It was noted that the copy of the Clerks contract of employment, reviewed during the audit visit, had not been signed.

RESOLVED: That the Town Clerk's contract of employment is signed. Proposed Cllr Kerry Baldwin, seconded Cllr Ian Findlay

(ii) **Financial Reports: To receive Financial Reports for June 2019.**

- (a) Bank Reconciliation: Noted
(b) Balance Sheet: Noted
(c) Income & Expenditure Report: Noted

NOTE: Check why the Interest budget line has been debited with £101.

RESOLVED: That the Chairman will work with the Clerk to review the nominal code structure. Proposed Cllr Kerry Baldwin, seconded Cllr Lloyd Knight.

APPENDIX A

- (d) June 2019 Payments: Noted
- (e) June 2019 Credit card payments: Noted

(iii) Town Team: To approve transfer of funds held on behalf of the Town Team to a new bank account set up by the Town Team.

RECOMMENDATION: That the balance of £5830.89 is transferred from the Town Council's accounts to the Town Team. Remind the Town Team that, as this is public money, there is an obligation to have a yearly independent inspection of the accounts carried out. Proposed Cllr Kerry Baldwin, seconded Cllr Eileen Andrews.

(iv) Photocopier lease: To consider quotes

RESOLVED: That the Council accepts the lowest quote from Ricoh of £157.89 per quarter over a 5 year agreement, plus 0.24p for black and white copies and 2.42p for colour copies. Proposed Cllr Lloyd Knight, seconded Cllr Kerry Baldwin.

8. STAFFING AND TRAINING MATTERS:

(i) Mindful Employers: To consider renewing the Council's signature to the Charter for Employers who are Positive about Mental Health

RESOLVED: That the Council renews its signature to the Charter for Employers who are Positive about Mental Health at a cost of £80 for three years. Clerk to complete the review. Proposed Cllr Ian Findlay, seconded Cllr Kerry Baldwin.

(ii) Training: To review any training needs and consider paying for the Deputy Town Clerk to attend CiLCA training at a cost of £390.

RESOLVED: That the Council pays the £390 cost, plus travelling expenses, for the Deputy Town Clerk to attend CiLCA training. Proposed Cllr Kerry Baldwin, seconded Cllr Eileen Andrews.

NOTE: Bradninch Town Council has offered places on New Councillor training that it has organised. Clerk to remind the new councillors about this training.

9. WEBSITE AND IT:

(i) To consider changes to agendas to include a hyperlink to appendices: Clerk reported that the Council staff have been investigating adding a hyperlink to agendas so that appendices can be accessed remotely rather than having a multi-page agenda pack. Discussion about calendars and providing links to meeting dates etc. It was felt that hyperlinks were fine provided members had the option of having a multi-page agenda if preferred. More investigation to be carried out by Council staff.

(ii) To consider any other IT or website issues: None

10. POLICY

(i) Transparency Audit Review: To consider revisiting the findings reported in the Checklist report of the audit carried out in September 2018 and any subsequent actions taken recorded. Any outstanding findings, which have not yet been fully resolved, should be

APPENDIX A

reported back to the PFP Committee in order for any remaining actions to be prioritised and assigned (Cllr K Baldwin).

RESOLVED: That the Council staff update the Transparency Audit Review check list to indicate what action has been taken and bring to the next meeting. Proposed Cllr Kerry Baldwin, seconded Cllr Lloyd Knight

11 DATE AND TIME OF FUTURE MEETINGS: To agree schedule of meetings for 2019/20.

RESOLVED: That future meetings of the PFP Committee are held on the second Thursday of each month at 10.30am. Proposed Cllr Eileen Andrews, seconded Cllr Ian Findlay.

12. 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.

13. STAFFING

(i) Staffing report: To receive update report: The Report was discussed and it was

RESOLVED: That it is recommended to the Planning & Licensing Committee that, if it intends to go ahead and employ someone to complete the Neighbourhood Plan, the advice of South West Councils is accepted and the person is employed on a casual basis rather than self-employed. The contract to reflect that it is for a limited period only/specific period of time. The Chairman offered to attend the Planning & Licensing Committee meeting this evening to report this view. Proposed Cllr Ian Findlay, seconded Cllr Lloyd Knight.

(ii) Groundsman & Assistant Maintenance Supervisor: To review Job Description and agree way forward: Noted.

(iii) Job Evaluation: To approve way forward.

RESOLVED: That a Working Group is set up to look at the job evaluation report and decide on the action to be taken to replace the Town Clerk, review the staff structure and strengthen the Outdoor Maintenance Team. Proposed Cllr Ian Findlay, seconded Cllr Lloyd Knight.

14. OUTSTANDING INVOICES AND PAYMENTS

(i) To receive report: Noted

The meeting closed at 12.35pm

SIGNED: _____

APPENDIX A

DATE: _____

DRAFT