



Town Clerk: Miss Joy Norris MSc ACIS

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Notice is hereby given that a meeting of the **Policy, Finance and Personnel Committee** will take place on **Wednesday, 20th January 2021** starting at **19:00 hrs.**

The meeting will be held with participants being present through remote attendance by virtue of Statutory Instrument 2020 No 392 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

The public are welcome to attend this meeting by using the internet, mobile phones or landline phones – please see the links below.

If you are using the internet please use the following link

<https://zoom.us/j/91687986702> Meeting ID: 916 8798 6702 or use this QR code



To use one tap mobile dial 02039017895,,91687986702# or 02080806591,,91687986702#

To use a landline dial 0203 901 7895 or 0208 080 6591 or 208 080 6592 or 0330 088 5830 or 0131 460 1196 or 0203 481 5237 or 0203 481 5240 United Kingdom
Meeting ID: 916 8798 6702

Members of the public are invited to ask questions or raise issues relevant to the work of the Committee as part of the item on the agenda called Public Participation; The overall time available for the Public Participation agenda item is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. If you would like to ask a question or speak, please email enquiries@cullomptontowncouncil.gov.uk 48 hours before the meeting with your first and last names and give a brief outline of what you wish to say. This will ensure that your name is on the list to speak and will help us ensure that you are not missed – as you can imagine, it is easier to see and manage public speaking when everyone is physically present in the same room. Notification in this way will ensure the meeting runs as smoothly as possible.

You may find it useful to read the Protocol on Remote Meetings before you join (this can be accessed on the Town Council's website)

The Agenda for the meeting is attached. Copies of the reports will be available on the Town Council website or hard copies can be made available if you contact the Town Council Office (contact details are at the top of this notice)

A handwritten signature in black ink that reads 'Joy Norris'.

Joy Norris

Town Clerk

Date: 14th January 2021

AGENDA

Policy, Finance & Personnel Committee 20th January 2021

Committee Membership: Councillors: E Andrews, J Buczkowski, M Dale, G Guest, K Haslett, L Knight, J Lochhead and M Rowe

PUBLIC PARTICIPATION: 15 minutes is set aside as a specific agenda item to enable members of the public to bring issues relevant to the Committee to the attention of Councillors. Up to 3 minutes is allowed for each person. Members of the public will only be permitted to speak during the Public Participation agenda item.

1. Chair's Announcements

The Chair may make announcements relevant to the work of the Committee.

Note: announcements are for information only and not for debate, discussion or questioning.

2. Apologies for Absence

To receive apologies for absence from Councillors unable to attend the meeting.

3. Declarations of Interests

To receive any Declarations of Interest from Councillors and Officers in respect of matters to be considered at this meeting, together with an appropriate statement regarding the nature of the interest.

Councillors and Officers are reminded of the requirement to declare any interest, including the type of interest, and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.

4. Public Participation

To allow members of the public present at the meeting to raise matters which are relevant to the work of the Committee; up to 3 minutes will be allowed for each person.

5. Minutes:

- (i) To confirm the Minutes of the meeting held on 12 November 2020 as a correct record (Supporting Paper A)
- (ii) To confirm the Minutes of the meeting held on 10 December 2020 as a correct record (Supporting Paper B)

6. Appointment Of Vice-Chair

To appoint a Committee Vice-Chair.

7. Action List

To receive and review the Action List relating to the Policy, Finance and Personnel Committee. (Supporting Paper C)

- 8. Financial Matters**
- (i) Balance Sheet**
To receive and review the Balance Sheet. (Supporting Paper D)
 - (ii) Income and Expenditure reports**
To receive and review the Income & Expenditure. (Supporting Paper E)
- 9. Complaints Policy and Procedure - Recommendation from the Policy Review Working Group**
To consider a recommendation from the Policy Review Working Group meeting on 7 December 2020 regarding a revised complaints policy and procedure. (Supporting Paper F to follow)
- 10. Employee Code of Conduct - Recommendation from the Policy Review Working Group**
To consider a recommendation from the Policy Review Working Group meeting on 7 December 2020 regarding an Employee Code of Conduct. (Supporting Paper G to follow)
- 11. Comments, Complaints and Freedom of Information Requests**
To receive details of any comments and complaints, Freedom of Information Requests or Subject Access Requests received since the last report to Committee (Supporting Paper H)
- 12. Members Questions**
This agenda item is to give Councillors an opportunity to ask questions which are relevant to the work of the Committee.
Note: questions are to be for the purpose for obtaining information and not for debate nor discussion.
- 13. Exclusion of the Press and Public**
To consider passing a resolution to exclude the public and press [other than the Complainant and their representative who may remain for the sole purpose of stating their complaint and answering any questions from the Committee then leave] during consideration of:
- Agenda Item 14, Staffing Report. on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (Staffing)
- The reports relating to these items have been withheld from public circulation and deposit.
- 14. Staffing Report**
To receive update report (Supporting Paper I- confidential for councillors only), including
- Staff Training
 - Staff Welfare
 - Recruitment
 - Work At Home Allowance
 - Grievance

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.

Members of the public will only be permitted to speak during the Public Participation session listed on the Agenda