



POLICY, FINANCE & PERSONNEL COMMITTEE

**Minutes of a Committee meeting held on
Thursday 11th February 2021 at 19.00hrs. Meeting held with remote attendance**

Present:

Chair: Councillor J Lochhead

Committee Members: Councillors: J Buczkowski, M Dale, L Knight, and M Rowe

In Attendance:

Councillors: C Snow

Officers: J Norris (Town Clerk) and M Weston (Deputy Town Clerk)

2 members of the public attended the meeting.

PFP 219. Chair's Announcements

There were no Chair's announcements.

PFP 220. Apologies for Absence

Apologies for absence were received from Cllrs Andrews and Guest

PFP 221. Declarations of Interests

The following Declarations of Interest were made:

- (i) Cllr Rowe declared a personal interest in Agenda no 9 Grant Application for Willowbank Primary school as her daughter is a pupil at the school.

PFP 222. Public Participation

This agenda item enables members of the public present at the meeting to raise matters which are relevant to the work of the Committee.

No matters were raised

PFP 223. Minutes:

Consideration was given to the draft Minutes of the meeting held on 20 January 2021. (Supporting Paper A to the Agenda)

RESOLVED that the draft minutes of the meeting held on 20 January 2021 be confirmed as a correct record.

PFP 224. Action List

The Action List relating to the Policy, Finance and Personnel Committee was received and reviewed. (Supporting Paper B to the Agenda)

RESOLVED that the Action List be noted

PFP 225. Financial Matters

(i) Balance Sheet

The Balance Sheet was considered. (Supporting Paper C to the Agenda)

RESOLVED that the Balance Sheet was received

(ii) Income and Expenditure reports

To receive and review the Income & Expenditure. (Supporting Paper D to the Agenda)

RESOLVED that the income and expenditure report had been reviewed and noted and items requiring further clarification were noted.

(iii) Budget Re-Allocations

To consider recommendations to Council regarding the re-allocation of money allocated for the acquisition of 19 High Street and the refund due to the reduced rateable value for the cemetery (Supporting Paper E to the Agenda)

RESOLVED TO RECOMMEND TO COUNCIL that

- (i) £16,000 from the rebate of non-domestic rates is allocated to the Earmarked Reserve for cemetery projects
- (ii) That £25,000 is returned to the General Reserve from the Earmarked Reserve for 19 High Street
- (iii) That £35,000 remains in the 19 High Street Earmarked reserve and Committees are asked what projects on their workplans could be brought forward to use the money; the Town Council to consider the suggestions and re-allocate the £35,000 within the first quarter of the 21/22 financial year

PFP 226. Review of Limit on Soldo Card

Consideration was given to raising the limit available on the Soldo Card (Supporting Paper F to the Agenda)

RESOLVED to increase limit on the SOLDDO card to £1,000.00

PFP 227. Grant Application

The grant application from Willowbank Primary School was considered. under the delegated authority given by Town Council 8 January 2021 (Supporting Paper G to the Agenda)

RESOLVED that under the delegated given to the Committee by the Town Council (8 January 2021) grant of £200 is made to Willowbank Primary School towards the extra costs incurred due to the COVID-19 Pandemic e.g. for additional stationery for pupils at home

PFP 228. Grant Application

A grant application from the Community Life Hub Group was considered (Supporting Paper H to the Agenda)

RESOLVED

- (i) to recommend to Council that the Community Life Hub Group be awarded a £50.00 grant

- (ii) to request the Town Council to give delegated authority to the Policy, Finance and Personnel Committee to determine any grants received until 31 March 2021.

PFP 229. Audit Sub Committee

To consider recommendations and information from the Audit Sub Committee held on 2 February 2021. (Supporting Paper I to the Agenda)

RESOLVED to recommend to Council

- (i) that the Business Procedures Risk Register, as presented to the Committee, is approved.
- (ii) that the External Auditor's report is received and noted but the Council's disappointment that planned expenditure was not recognised is recorded.
- (iii) That the Internal Auditor's interim report is received and noted.

PFP 230. Format of Financial Reports

To consider the format of

- (i) Consideration was given to the format of the regular financial monitoring reports supplied to Committees (Supporting Paper J to the Agenda)

The Committee provided guidance that it would be helpful to adjust the scale so that the information can be presented more clearly (smaller amount of money require closer scale points)

- (ii) The payments for authorisation list presented to Council (Supporting Paper K to the Agenda)

RESOLVED that the payments list as presented to Committee is used for a trial period of 4 months and at the end of that time there is a further report providing information on benefits of the revised format and any suggested modifications.

PFP 231. Financial Codes for 2021/2022

Consideration was given to additions to the coding list for the next financial year. (Supporting Paper L to the Agenda)

RESOLVED not to make any additions to the current coding list.

PFP 232. Committee Workplan

(i) Status Report

The Committee's workplan status report was received and reviewed. (Supporting Paper M to the Agenda)

RESOLVED to note the report

(ii) Committee Workplan

The Committee's workplan as reviewed. (Supporting Paper N to the Agenda)

RESOLVED

- (i) Remove the Transparency Audit from the Policy section (item no 2) as it has been completed
- (ii) Remove the financial reporting from the Finance section (item no 1) as it has been completed
- (iii) Personnel – this section should be actioned in Year 1 (2021/2022)

PFP 233. Comments, Complaints and Freedom of Information Requests

Details of any comments and complaints, Freedom of Information Requests or Subject Access Requests received since the last report to Committee were received (Supporting Paper O to the Agenda)

RESOLVED to note the report

PFP 234. Members Questions

This agenda item gives Councillors an opportunity to ask questions which are relevant to the work of the Committee.

No matters were raised.

Note: **RESOLVED** to extend the meeting until 21:15 hrs

PFP 235. Exclusion of the Press and Public

RESOLVED to exclude the public and press during consideration of:

- Agenda Item 18, Outstanding Debts on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (Personal and Financial Information)
- Agenda Item 19, 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 had been withheld from public circulation and deposit.

PFP 236. Outstanding Debts

A report on outstanding debts for invoices raised since 1 April 2020 was considered. (Supporting Paper P confidential for Councillors on the Committee only)

RESOLVED

- (i) to note the report
- (ii) that a further report should be presented to the March Committee meeting
- (iii) that refunds should be made where the Town Council has been overpaid.

Note **RESOLVED** to extend the meeting until 21:25 hrs

PFP 237. Staffing Report

A staffing update report was considered. (Supporting Paper Q- confidential for Councillors on the Committee only), including

- Staff Training
- Staff Welfare
- Recruitment
- Grievance

RESOLVED

- (i) That £75.00 be allocated for a retirement present
- (ii) That a laptop be purchased locally for the Outdoor Team supervisor at a maximum cost of £500, the purchase to be delegated to the Town Clerk

The meeting closed at 21:25hrs