



# **POLICY, FINANCE & PERSONNEL COMMITTEE**

**Minutes of a Committee meeting held on  
Thursday 11<sup>th</sup> March 2021 at 19.00hrs. Meeting held with remote attendance**

**Present:**

**Chair:** Councillor J Lochhead

**Committee Members:** Councillors: J Buczkowski, M Rowe, G Guest and C Snow.

**In Attendance:**

**Officers:** S Reardon (Assistant Town Clerk) and M Weston (Deputy Town Clerk).

1 member of the public attended the meeting.

**PFP 238. Chair's Announcements**

The Chair announced that he had received the resignation of Councillor L Knight from the Policy, Finance and Personnel Committee.

**PFP 239. Apologies for Absence**

Apologies for absence were received from Cllrs Andrews and Dietrich.

**PFP 240. Declarations of Interests**

The following Declarations of Interest were made

- Cllr Rowe declared a personal interest in Agenda 8 Grants Budget as she is a Trustee of the Cullompton Community Association which has, in the past, received grants from the Town Council.
- Cllr Buczkowski declared his involvement as the Town Council's nominated representative to the Cullompton Community Association, regarding Agenda 8 Grants Budget although it does not amount to a personal interest.

**PFP 241. 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.

**Speaker 1**

The speaker stated that the Deputy Clerk would be able to appraise the Committee of his input at Public Participation. The Deputy Clerk stated that she would make comment when the appropriate Agenda item is reached.

**PFP 242. Minutes:**

Consideration was given to the draft minutes of the meeting held on 11 February 2021.

**RESOLVED** that the draft minutes of the meeting held on 11 February 2021 be confirmed as a correct record.

**PFP 243. Action List**

The Action List relating to the Policy, Finance and Personnel Committee was received and reviewed.

**RESOLVED** that the Action List is noted.

**PFP 244. Financial Matters**

**(i) Balance Sheet**

The Balance Sheet was received and reviewed. (Supporting Paper C to the Agenda)

The Deputy Clerk read an abridged version of an email from the member of the public present; there is a claim that Month 11 appears to be missing from the accounts.

*The Deputy Clerk responded that when the documents were produced, a conscious effort was made on the part of the Town Clerk to ensure that the information is up to date. However, some invoices have not yet been input into the Accounts package. February's bills are on the system (excluding those approved 25 February 2021). The Finance Officer will be closing down February in the next few days and will then be concentrating on March.*

**RESOLVED** that the Balance Sheet is noted with reservations concerning the date to which it is made up.

**(ii) Income and Expenditure reports**

The Income and Expenditure report was received and reviewed. (Supporting Paper D to the Agenda).

**RESOLVED** that the Income and Expenditure report is noted with reservations concerning the date to which it is made up.

**PFP 245. Grants Budget**

Consideration was given as to whether any virements or carry forwards were required to meet the current grant commitments. (Supporting Paper E to the Agenda).

Once grants are agreed, a Purchase Order is to be raised in order that the deduction is made from the appropriate budget line.

**RECOMMENDED TO COUNCIL** that the excess and committed grants are settled from General Reserves.

**PFP 246. Draft Policies**

Consideration was given to the draft policies and procedures, listed below, which have been compiled following guidance from the Policy Review Working Group and have been the subject of consultation with all staff.

- (i) Absence Management (Supporting Paper F to the Agenda)
- (ii) Capability (Supporting Paper G to the Agenda)
- (iii) Discipline (Supporting Paper H to the Agenda)
- (iv) Grievance (Supporting Paper I to the Agenda)
- (v) Health and Safety (Supporting Paper J to the Agenda)
- (vi) Whistleblowing (Supporting Paper K to the Agenda)

## RESOLVED

- (i) That following inspection by the Town Council's legal representatives to ensure legal compliance, the draft Absence Management Policy and Procedure is recommended to Council for adoption.
- (ii) That the draft Capability, Discipline and Grievance Policies and Procedures are referred back to the Policy Review Working Group with a view to the formulation of Terms of Reference for a Committee comprising the Mayor, Deputy Mayor and Chair of the Policy Finance and Personnel Committee with the sole responsibility of managing the Town Clerk.
- (iii) That the draft health and safety policy is rejected as it bears little resemblance to the workings of the Town Council and that it appears to be nothing more than a generic "off the shelf" document.
- (iv) That the Town Clerk urgently finds alternative Health and Safety advisors to provide advice to the council on matters of Health and Safety
- (v) That it is **RECOMMENDED to Council** that no further payments are made to Atlas in view of the sub-standard service provided by them.
- (vi) That it is **RECOMMENDED to Council** that the draft Whistleblowing Policy and Procedure is adopted.

### PFP 247. **Comments, Complaints and Freedom of Information Requests**

No comments, complaints or Freedom of Information Requests or Subject Access Requests had been received since the last report to Committee and this was noted.

### PFP 248. **Members Questions**

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

- Some PFP minutes and recordings are missing from the website.
- Online meetings – there has been an increase in engagement since online meetings were adopted. As of 7 May, in person meetings only are permitted and it should be considered that all meetings of the council are live streamed including a policy and the required infrastructure.
- Agenda Item to review the 2020-2021 finance, possibly in May, in order to review, in detail, the finances of the previous financial year to better inform budget setting decisions in future.
- Grants were made available for loss of income but were not accessible to the Town Council as it manages it's own facility rather than by a stand-alone management committee.

### PFP 249. **Exclusion of the Press and Public**

**RESOLVED** to exclude the public and press during consideration of:

- Agenda Item 13, 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 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 had been withheld from public circulation and deposit.

**PPF 250 Outstanding Debts**

Consideration was given to a report on outstanding debts for invoices raised since 1 April 2020.

**Resolved** to accept the Outstanding Debts Report (Supporting Paper M to the agenda)

NOTE: The Policy, Finance & Personnel Committee acknowledge the amount of work that has gone into reducing the outstanding debts as detailed within the report.

**PPF 251. Staffing Report**

A staffing update report was received which Overtime

- Overtime.

**RESOLVED** that the Policy, Finance & Personnel Committee approve the hours as claimed for two members of staff totalling 15.5 hours (i.e.12.5 hrs and 3 hours respectively). It is at the Town Clerk's discretion if these hours are paid or taken as 'Time off in Lieu'.

- Recruitment. It was noted that the recruitment process for the Maintenance Supervisor post is progressing. A preferred candidate has been chosen and it is anticipated that they will start in May 2021.
- Grievance. The outstanding grievance has been resolved with each party having been interviewed and given the opportunity to add to their original comments. The matter has been closed.
- Special Projects Officer Contract.

**RESOLVED**

- i) That the Special Projects Officer's Contract should be extended for a period of 9 months;
- ii) That a report should be supplied to the Policy, Finance & Personnel Committee on a monthly basis which details both the input and output of the role - e.g. The work which has been allocated and undertaken, the number of meetings attended with the associated feedback from these;
- iii) That further clarification is sought on the Special Projects Officer role going forward. It is suggested that a forum is established whereby consideration can be given to this request by the:
  - a) Mayor;
  - b) Chair of the Policy, Finance & Personnel Committee;
  - c) Chair of the Planning Committee;
  - d) Town Clerk.

The meeting closed at 21:40hrs.