



POLICY, FINANCE & PERSONNEL COMMITTEE

**Minutes of a Committee meeting held on
Thursday 8th April 2021 at 19.00hrs. Meeting held with remote attendance**

Present:

Chair: Councillor J Lochhead

Committee Members: Councillors: E Andrews, J Buczkowski M Dale and C Snow.

In Attendance:

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

2 members of the public attended the meeting.

PFP 252. Chair's Announcements

The Chair welcomed Councillor Andrews back to the Committee following her recent illness.

PFP 253. Apologies for Absence

An apology for absence was received from Cllr Guest.

PFP 254.. Declarations of Interests

No Declarations of Interest were made regarding any items on the Agenda at this point in the meeting.

PFP 255. 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 256. Minutes:

The Minutes of the meeting held on 11 March 2021 were considered (Supporting Paper A to the Agenda)

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

PFP 257. Action List

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

RESOLVED that it is noted that the action list has been received and reviewed.

Note: 19:15hrs Councillor Andrews declared a personal interest in Agenda No 10, Grants, (Minute PFP 261) as a member of the CCA

PFP 258. Appointment of Vice-Chair

The appointment of a Committee Vice-Chair was considered

RESOLVED that Councillor Snow be appointed as the Committee Vice-Chair for the remainder of the civic year

PFP 259. Vote of Thanks

To consider a formal vote of thanks for the work of former Committee members Councillors Knight and Rowe.

RESOLVED that a formal vote of thanks be recorded for the work that Councillors Knight and Rowe had done whilst serving on the Committee.

PFP 260. Financial Matters

(i) Balance Sheet

To receive and review the Balance Sheet. (Supporting Paper C to the Agenda)

(ii) Income and Expenditure reports

To receive and review the Income & Expenditure reports for months 11 (February) and 12 (March). (Supporting Paper D to the Agenda)

The Clerk was given guidance that in future it would be helpful for the Committee to have the most recent closed income and expenditure account, the current month income and expenditure account, a creditors list printed at the same time as the other documents and the balance sheet

RESOLVED

(i) To accept and note the balance sheet

(ii) To accept and note the income and expenditure account for month 11 and part of month 12

PFP 261 Grants

(i) Policy and Procedure

The policy and procedure was last reviewed in 2018 and the Committee considered whether or not any changes were required. (Supporting Paper E to the Agenda)

(ii) Grant Application from Cullompton Community Association (CCA)

To consider and determine a grant application from the CCA (Supporting Paper F to the Agenda)

RECOMMENDED TO Council

(i) that the grants policy and procedure is amended as follows:-

- a) that grants are available "for groups, projects and events based in the parish"
- b) that there will be 2 grant tranches each financial year, the timing to be determined by the Town Clerk but there will be at least a 2 month advertising period for each tranche.

(ii) That the Policy, Finance and Personnel Committee is given delegated authority to determine all grant applications

(iii) That the CCA are awarded a grant of £300.00

(iv) That consideration is given to making an annual grant to the CCA

Note: (i) Councillor Andrews had declared a personal interest in this agenda item

- (ii) Councillor Buczkowski brought it to the Committee's attention that as Mayor he is a trustee of the CCA

PFP 262. Cash Payments

The 6 month trial period of not taking cash payments was reviewed. (Supporting Paper G to the Agenda)

RESOLVED

- (i) to continue the practice of not accepting cash payments except in exceptional circumstances
- (ii) to diarise the review of the card machine

PFP 263. Comments, Complaints and Freedom of Information Requests

Consideration was given to details of any comments and complaints, Freedom of Information Requests or Subject Access Requests received since the last report to Committee (Supporting Paper H to the Agenda)

No comments were made nor questions asked on the report.

PFP 264 Members Questions

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

No matters were raised.

PFP 265. Exclusion of the Press and Public

RESOLVED to exclude the public and press during consideration of:

- Agenda Item 15 Debtors, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal and financial information)
- Agenda Item 16 Recruitment of Supervisor, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information)
- Agenda Item 17 Staffing Report, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information)

The reports relating to these items had been withheld from public circulation and deposit.

PFP 266. 20:10hrs RESOLVED to adjourn the meeting for 5 minutes

PFP 267. Debtors

Consideration was given to the current list of debtors and any required action . (Supporting Paper I to the Agenda - confidential for Councillors on the Committee only)

RESOLVED

- (i) That letters regarding the unpaid allotment fees are a) put on the relevant allotment plot and b) posted using the "signed for" service; the letters to include a reminder regarding the policy of eviction when fees are not paid
- (ii) That the Town Council's retained legal advisors are contacted to check whether or not they can act to send a letter within the existing agreement or if there would be a charge.
- (iii) That consideration is given to revising the charging policy so that in future any hall bookings are taken in advance and paid by card

PFP 268 Recruitment of Supervisor

A report on the recruitment process was received. (Supporting Paper J o the Agenda– confidential for Councillors on the Committee only)

RESOLVED that a formal, unconditional offer of employment is made to the candidate selected by the interview panel, starting on scale point 14 of the NJC salary scale points and the scale point to be reviewed after successful completion of the probationary period

PFP 269. Staffing Report

A staffing update report was received (Supporting Paper K to the Agenda- confidential for Councillors on the Committee only), the report included

- Overtime
- Appraisals

RESOLVED that payment for up to 8 hours overtime is authorised for each of 2 members of the Outdoor Team for working over the Easter bank holiday weekend to deal with burials due between 1 and 7 April 2021

The Meeting closed at 20:51hrs