



POLICY, FINANCE & PERSONNEL COMMITTEE

Minutes of a Committee meeting held on
Thursday 13th May 2021 at 19.00hrs in the Town Hall, 1 High Street, Cullompton,
EX15 1AB

Present:

Chair: Councillor J Lochhead

Committee Members: Councillors: 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 270. **Chair's Announcements**

There were no Chair's announcements.

PFP 271. **Apologies for Absence**

Apologies for absence were received from Councillors Andrews and Guest

PFP 272. **Declarations of Interests**

The following Declaration of Interest was made at this point of the meeting:

- Councillor Snow declared a Personal Interest in Agenda No 16 Staff Conduct as a person involved in the matter.

PFP 273. **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 274. **Minutes:**

The Minutes of the meeting held on 8 April 2021 were considered record (Supporting Paper A to the Agenda)

RESOLVED to confirm that the draft minutes of the meeting held on 8 April 2021 be confirmed as a correct record.

PFP Action List

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

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

PFP Financial Matters

276. Balance Sheet

- (i) To receive and review the Balance Sheet as at 31 March 2021. (Supporting Paper C to the Agenda)
- (ii) To receive and review the current Balance Sheet. (Supporting Paper D to the Agenda)

Income and Expenditure reports

- (iii) To receive and review the Income & Expenditure report for month 12 (March) (Supporting Paper E to the Agenda)
- (iv) To receive and review the Income & Expenditure report for month 1 (April). (Supporting Paper F to the Agenda)

A number of suggestions were made regarding changing the codes to which 2020/2021 expenditure had been allocated and also the accounting treatment of income received by the Town Council on behalf of the Gift of A. Burrows charity.

RESOLVED to note the financial reports

PFP Timetable / Process for 2020/2021 Statement of Accounts and Annual Governance and Accountability Return (AGAR)

277.

Consideration was given to the timeline for the approval and submission of the AGAR for external audit and a letter to be sent to the Internal Auditor (Supporting Paper G to the Agenda)

RESOLVED TO RECOMMEND TO COUNCIL

- (I) That the following timetable is implemented for submission of the AGAR and the exercise of public rights
 - Week commencing 31 May Internal Audit takes place; AGAR to be signed by internal auditor
 - 10 June 2021 AGAR considered by PFP Committee & recommendation made to Town Council
 - 24 June AGAR considered by Town Council and signed by appropriate persons (Chairman and Clerk)
 - 27 June AGAR and supporting papers submitted to the external auditor
 - 27 June - Exercise of Public Rights Notice published on Town Council website and Noticeboard.
 - 28 June – 6 August is the 30 working day period for exercise of the public right of inspection (must include the first 10 working days in July).
- (II) That a letter to meet the audit requirements for the exercise of public rights for the 2019/20 AGAR (is drafted and presented to Council for approval.

PFP Draft 2020/2021 Statement of Accounts and Annual Governance and Accountability Return (AGAR)

278.

Consideration was given to the draft 2020/2021 Statement of Accounts and Annual Governance and Accountability Return (AGAR) prior to internal audit. (Supporting Paper H to the Agenda)

RESOLVED to note the draft AGAR and supporting documents

PFP 279. 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 I to the Agenda)

RESOLVED to note the report and the comments and request for information regarding Freedom of Information requests and responsibility for bus shelters.

PFP 280. Committee Meeting Dates 2021/2022

The dates, as scheduled in the annual calendar of meetings as agreed by the Town Council for Policy, Finance and Personnel Committee meetings were noted, namely:

- 10 June 2021
- 8 July 2021
- 12 August 2021
- 9 September 2021
- 14 October 2021
- 11 November 2021
- 9 December 2021
- 13 January 2022
- 10 February 2022
- 10 March 2022
- 14 April 2022
- 12 May 2022
- 9 June 2022

It was also suggested that two additional meeting may be required in November – one for discussion of the staffing budget & one for precept planning.

PFP 281. 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 282. Exclusion of the Press and Public

RESOLVED

(i) to exclude the public and press 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 (personal information)
- Agenda Item 15 Town Clerk Appraisal on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information)
- Agenda Item 16 Staff Conduct 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 have been withheld from public circulation and deposit.

(II) To adjourn the meeting for 10 minutes

PFP **Staffing Report**

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

- Overtime
- Holiday
- Outdoor Team and Maintenance Supervisor recruitment
- Special Projects Officer monthly report
- Risk Assessments – town hall and related council activities

RESOLVED

- (i) That the staffing update report was received
- (ii) That for the 2 members of the Outdoor Team unable to take their full annual leave entitlement for 2020/2021 due to the COVID pandemic full payment for the leave allowance not taken is considered (subject to confirmation that this is permissible) and that such payment is funded from the underspend of the 2020/2021 staffing budget.

PFP **Town Clerk Appraisal**

284. The Committee Chair reported that the Town Clerk's annual appraisal had been conducted in April 2021 by the Mayor, Deputy Mayor and himself. Broad objectives had been agreed.

PFP **Staff Conduct**

285. Consideration was given to a matter relating to staff conduct. (Supporting Paper K confidential for Councillors on the Committee only)

The Town Clerk and Deputy Town Clerk remained in the meeting for the purpose of providing procedural advice.

20:40hrs Cllr Snow left the meeting

RESOLVED

- (i) That an investigation should take place
- (ii) That an independent Town / Parish Clerk be appointed as the Investigating Officer.
- (iii) That the Town Clerk is give delegated authority to set the Terms of Reference for the investigation.

The meeting closed at 21:03hrs