

**MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON LINE ON MONDAY 19 OCTOBER 2020.**

**PRESENT:** Cllrs F Matthews, M Davis, M Dyson, S Shaw-Wright, C Laskey and W Nichols

**IN ATTENDANCE:** Town Clerk and Finance Manager

**FS22 APOLOGIES FOR ABSENCE**

Cllr S Cahill

**FS23 DISCLOSURE OF INTEREST**

There were no Disclosures of Interests.

**FS24 MINUTES OF LAST MEETING**

Minutes of the Finance & Staffing Meeting held on Monday 13 July 2020 were received.

The Clerk updated that YLCA had strongly recommended that the Town Council adopt the NALC model grievance policy at the earliest opportunity and also update the Disciplinary Policy to the NALC model.

**RESOLVED That:**

- i) **The minutes be noted, and**
- ii) **The Grievance Policy (NALC recommendations) and The Disciplinary Policy (NALC recommendations) be considered at the October Council meeting.**

**FS25 ALLOCATED BALANCES 2020/21**

The Finance Officer presented the allocated balance report for 2020/21 for consideration.

**RESOLVED: That the allocated balance report for 2020/21 be noted.**

**FS26 BUDGET POSITION 2020/21**

FS26.1 The Finance Officer provided the Income and Expenditure and Budget Narrative reports for consideration.

**RESOLVED: That the reports be noted.**

FS26.2 The Finance Manager provided the Budget Alignment Report for consideration.

**RESOLVED: That the report be noted.**

**FS27 RBS PHASED BUDGET MODULE UPDATE**

The Finance Manager updated that he had had a demonstration of the RBS Budget Module and did not feel that the reports would be sufficient. The Finance Manager will design an in-house solution and provide for the next Finance & Staffing Committee for consideration.

**RESOLVED: That the update be noted.**

**FS28 INVESTMENT UPDATE**

28.1 The Finance Manager provided the investment report.

**RESOLVED: That the report be noted.**

28.2 The Finance Manager provided a comparison of interest rates available through several banks.

**RESOLVED: That the committee would review moving interest earned in the 6 month term deposit into the 12 month term deposit at the next Finance & Staffing Meeting.**

**RECOMMENDATIONS TO COUNCIL THAT: The Funds in the 6 month and 12 month term deposits are rolled over when they reach maturity.**

**FS29 POLICY REVIEW**

29.1 Retirement Policy

The Clerk provided the Retirement Policy. The policy had been through staff consultation and there had been no comments. It was agreed that there should be some changes to wording to avoid confusion.

**RESOLVED: That the Clerk amends the policy and the policy is reviewed at Finance and Staffing in January 2021**

## 29.2 Corporate Risk Policy

The Clerk provided the Corporate Risk Policy with suggested changes. It was agreed that where Finance Manager (FM) be mentioned to be amended to Responsible Finance Officer (RFO)

### **RECOMMENDATIONS TO COUNCIL THAT:**

- i) The Corporate Risk Policy be approved subject to the abovementioned changes, and**
- ii) The review date be October 2021**

## 29.3 Health & Safety Policy

The Clerk provided the Health & Safety Policy for review.

### **RECOMMENDATIONS TO COUNCIL THAT:**

- i) The Health & Safety Policy be approved and,**
- ii) The review date be October 2021**

Health & Safety procedure

The Clerk provided the Health & Safety procedure for review. It was agreed that the procedure be reviewed at the next Health, Safety & Welfare Group.

**RESOLVED That the Health & Safety Procedure be reviewed at the Health, Safety and Welfare Group to be held on 2 November 2020**

## 29.4 Lone Working Policy

The Clerk provided the Lone Working Policy for review.

**RESOLVED That the Lone Working Policy be brought back to the next Finance & Staffing Committee for review.**

## 29.5 TOIL POLICY

The Clerk provided the TOIL Policy for review.

### **RECOMMENDATIONS TO COUNCIL THAT:**

- i) The TOIL Policy be approved and,**
- ii) The review date be October 2022**

**FS30 HEALTH, SAFETY AND WELFARE WORKING GROUP**

The Clerk updated that the next meeting is to be held on Monday 2 November, 2020 at 6pm.

The Clerk updated that there had been no near misses or accidents to report.

**RESOLVED That the Clerks updates be noted.**

**FS31 SECTION 106 AND CIL UPDATE**

31.1 The Clerk provided a report on S106 funds available.

**RESOLVED That the report be noted.**

31.2 The Clerk updated that 3 tenders had been received to provide 2 Inclusive Roundabouts. The equipment is to be purchased with S106 and the shortfall taken from unallocated balances (underspend from cancelled events in 2020).

**RECOMMENDATIONS TO COUNCIL THAT:**

- i) 2No Inclusive Roundabouts, 1 each for Flaxley Road & Barwic Parade play areas be purchased and installed**
- ii) Local disability groups be consulted on the suitability of the proposals**
- iii) The final decision as to which option to pursue be delegated to the Chair of Land & Property and the Clerk**
- iv) The balance from S106, £22,099.49, be used to fund this, and the shortfall be taken from unallocated balances.**

31.3 The Clerk provided an update on CIL funding available.

**RESOLVED That the update be noted.**

**FS32 TOWN HALL WEBSITE**

The report provided by the Arts Officer was considered.

**RESOLVED That the Digital Working Group review the Town Hall Website.**

**FS33 PRIVATE SESSION**

**A motion was agreed to move to Private Session**

**FS34 STAFFING**

34.1 The Finance Officer provided a staffing update report.

**RESOLVED That the report be noted.**

34.2 The Clerk provided a report on staffing

**RESOLVED That the report be noted.**

34.3 The Clerk provided a report on staff mobile phones.

**RESOLVED That the Clerk seeks further prices.**

**FS35 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

Monday 30 November 2020	Council
Monday 7 December 2020	Land & Property Committee
Monday 21 December 2020	Council Special Budget Meeting
Monday 18 January 2021	Finance & Staffing Committee
Monday 25 January 2021	Council
Monday 22 February 2021	Council