

# **MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON MONDAY 6 FEBRUARY 2023**

**PRESENT: Cllrs F Matthews (Chair), W Nichols, M Davis, M Dyson and T Beharrell**

**IN ATTENDANCE: Town Clerk**

## **FS42 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs J Proud, C Laskey and K Franks

## **FS43 DISCLOSURE OF INTEREST**

There were no Disclosures of Interests.

## **FS44 MINUTES OF THE LAST MEETING**

Minutes of the Finance & Staffing Meeting held on Monday 17 October 2022 were received. These minutes had previously been ratified at Council on 31 October 2022.

It was agreed to add an item to the next Town Hall Management Committee meeting to discuss room availability to enable the Town Hall to be opened up for more wedding opportunities.

**RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 17 October 2022 be noted.**

## **FS45 ALLOCATED BALANCES 2022/23**

The Clerk presented the allocated balance report for 31 December 2022 for consideration.

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

## **FS46 BUDGET POSITION 2022/23**

FS46.1 The Clerk provided the Income and Expenditure and Budget Narrative reports for consideration.

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

FS46.2 The Clerk provided the Budget Alignment report for consideration.

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

## **FS47 INVESTMENT UPDATE**

FS47.1 The Clerk presented the investment report.

The Clerk updated that it had not been possible yet to open an account with Lloyds but was pursuing this matter. The Clerk was asked to continue checking for the best rates of interests available.

**RESOLVED: That the report and Clerk's update be noted.**

## **FS48 DIRECT DEBIT & STANDING ORDER LIST**

The Direct Debit & Standing Order List was considered.

**RESOLVED: That the Direct Debit & Standing Order List be approved.**

## **FS49 POLICY REVIEW**

FS49.1 Dignity at Work Policy

The Clerk updated that the Dignity at Work Policy had been through the staff consultation and no comments had been received.

### **RECOMMENDATION TO COUNCIL THAT:**

- i. The Dignity at Work Policy be approved, and**
- ii. The Review date be agreed at February 2026**

FS49.2 TOIL Policy

The committee considered the TOIL Policy.

The highlighted amendments suggested by the Clerk were agreed. The Policy will now go to staff consultation.

FS49.3 Information and Technology Policy

The committee considered the Information and Technology Policy.

**RESOLVED: That the Digital Working Group consider back-up solutions before the Clerk brings the Policy back to the committee for further consideration.**

**FS50 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE**

The notes of the Health, Safety and Welfare Group Meeting held on 25 January 2023 were received and considered.

**RECOMMENDATION TO COUNCIL THAT:**

- i. The Health & Safety Policy be approved, and**
- ii. The review date be set for one year.**

**FS51 SECTION 106 & CIL UPDATE**

FS51.1 Consideration was given to the update on S106 monies from the Clerk.

The Clerk has received clarification from the S106 Officer that as there is little open space in the Portholme Road area, the monies can be spent anywhere within the Town's boundaries.

It was agreed that the Land & Property Committee would consider proposals before opening to public consultation.

**RESOLVED THAT: The update be noted.**

**It was noted at this point that the numbering on the agenda was incorrect and had jumped from FS51.1 to FS58.2. (Please see the agenda for reference).**

FS58.2 The update from the Clerk was noted.

**RESOLVED THAT: The update be noted.**

**FS59 PRIVATE SESSION**

A motion was agreed to move to Private Session.

**FS60 STAFFING 2022/23**

The Clerk provided a staffing update report.

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

**FS61 TOWN HALL SOUND MIXING DESK**

The Arts Officer's report was received and considered.

**RECOMMENDATION TO COUNCIL THAT:**

- i. To purchase a sound desk up to a value of £4,500 + VAT,**
- ii. The sum to be taken from Asset Replacement EMR, and**
- iii. To hire a desk, in the meantime, at a cost of £100 per performance**

**FS62 POLICY REVIEW (FOR PRIVATE SESSION)**

The Business Continuity Plan was received and considered.

**RESOLVED THAT:**

- i. Cllr Beharrell writes notes with the suggested minimum level of server back-up requirements, and**
- ii. The Clerk to seek permission from Councillors to include their mobile numbers on Appendix 1 of the document.**

**FS63 STAFFING REPORT**

The Clerk's report was received and considered.

**RECOMMENDATION TO COUNCIL THAT:**

- i. The Clerk's report be approved, and**
- ii. The proposal be implemented from April 1, 2023**

**FS64 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

<b>Monday 27 February 2023</b>	<b>Council</b>
<b>Monday 6 March 2023</b>	<b>Land &amp; Property Committee</b>
<b>Monday 13 March 2023</b>	<b>Town Hall Management Committee</b>
<b>Wednesday 22 March 2023</b>	<b>Health, Safety &amp; Welfare Group</b>
<b>Monday 27 March 2023</b>	<b>Council</b>
<b>Monday 17 April 2023</b>	<b>Special Council Grants Meeting</b>
<b>Monday 24 April 2023</b>	<b>Council</b>
<b>Monday 15 May 2023</b>	<b>Finance &amp; Staffing Committee</b>