

**MINUTES OF THE FINANCE, GOVERNANCE AND STAFF COMMITTEE HELD AT  
THE STRUTT COMMUNITY CENTRE, DERBY ROAD, BELPER ON  
TUESDAY 19 OCTOBER 2021 AT 7.00p.m.**

**PRESENT** Councillors: Mallett (In the Chair), Angharad, Dwyer, Harris, Porter and Walls.

**IN ATTENDANCE** Emma Smith (Town Clerk)  
Christine Marlow (RFO)

1 Members of the Public

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#### **FGS/238 APOLOGIES FOR ABSENCE**

Cllr Monkman - Illness

#### **FGS/239 VARIATION OF ORDER OF BUSINESS**

**RESOLVED** Agenda Items 11b,d,e,f,g & h, 17a,b,c,d & e, 10f, g & h will be moved to an Extraordinary Finance, Governance and Staff Committee meeting to be held on 30 November 2021. This is due to information to discuss these matters was not available at the time of the Committee meeting.

**\*\*Cllr Porter left the meeting at this point\*\***

#### **FGS/240 DECLARATIONS OF MEMBERS INTERESTS**

None

#### **FGS/241 CONFIDENTIAL ITEMS**

Agenda Item 9c – Staff Matters

#### **FGS/242 PUBLIC PARTICIPATION**

No members of the public wished to speak.

#### **FGS/243 MINUTES OF THE FINANCE, GOVERNANCE AND STAFF COMMITTEE**

**RESOLVED** - to agree as a true record Minutes FGS219-237 held on 25 May 2021.

#### **FGS/244 AGAR ACCOUNTING STATEMENT AND ACCOMPANYING DOCUMENTS 2020/21.**

Clerk circulated the completed limited assurance review for year ending 31 March 2021.

**RESOLVED** Noted

#### **FGS/245 CURRENT ELECTRICITY SUPPLY**

**RESOLVED** Responsible Financial Officer (RFO) to move Bulb supply to another supplier on a fixed term contract rather than a variable contract. Delegated power to Clerk and RFO to arrange the transfer.

#### **FGS/246 FINANCIAL RISK AND RESERVES POLICY**

**RECOMMEND** to full Council the Financial Risk and Reserves Policy with an adjustment to the contingency amount of 5% rather than 10%. Approved the scoring matrix except for NNDR to be changed to scoring of 2.

#### **FGS/247 EARMARKED RESERVES**

**RESOLVED** Approved current Earmarked Reserves except for Opening Event and St John's Anniversary figures as Arts, Events and Heritage need to review and state if they are still necessary. An increase in election costs is made to £12,000.

#### **FGS/248 ASSET REGISTER**

**RESOLVED** Noted

#### **FGS/249 YOUTH DETACHMENT WORKERS**

**RESOLVED** To continue with the external service provider for Youth detachment workers across the Town.

**FGS/250 CLEANING PROVISION AT ST JOHNS CHAPEL**

**RECOMMEND** to Full Council that Keptkleen Ltd is appointed as the contractor the cleaning St John's Chapel. 12 month contract to be issued with a 6 month break clause.

**FGS/251 ADANDONED VEHICLES POLICY**

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/252 ACCESSIBILITY STRATEGY**

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/253 COUNCILS MEMORIALS POLICY**

**RECOMMEND** to Full Council that the current policy is approved with an adjustment to Memorial Tree & Plaques stating that if an alternative wording is required this will be referred to the Facilities, Environment and Local Economy Committee for approval.

**FGS/254 DATA PROTECTION POLICY**

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/255 DISASTER RECOVERY POLICY**

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/256 DISCRETIONS POLICY**

RFO has a meeting established with the Pension providers in which amendments will be made.

**RESOLVED** deferred to the Extraordinary Finance, Governance and Staff Committee meeting.

**FGS/257 FINANCIAL MANAGEMENT POLICY**

RFO will review the current policy.

**RESOLVED** deferred to the Extraordinary Finance, Governance and Staff Committee meeting.

**FGS/258 FINANCIAL REGULATIONS**

RFO will review the current policy.

**RESOLVED** deferred to the Extraordinary Finance, Governance and Staff Committee meeting.

**FGS/259 FOOD FESTIVAL BUSINESSES – CHARGING POLICY**

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/260 INFORMATION SECURITY INCIDENT POLICY**

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/261 IT REPLACEMENT POLICY**

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/262 LONE WORKING POLICY**

Clerk reported that there are two panic buttons in St John's Chapel one is located in the back office near the meter cupboard and the second is located under the counter near the hearing loop.

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/263 MEETING PAPERS**

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/264 MOBILE PHONE POLICY**

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/265 PROTOCOL ON COUNCILLOR/OFFICER RELATIONSHIPS**

**RECOMMEND** to the next Full Council that the current policy is approved.

**FGS/266 RECRUITMENT AND SELECTION POLICY**

Clerk noted that no further training on this matter was available at this present time. DALC have sent through a booklet for the Clerk to distribute which will cover the training aspect under this policy.

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/267 REFERENCE POLICY AND PROCEDURE**

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/268 RETENTION AND DISPOSAL POLICY**

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/269 SAFETY AT EVENTS POLICY**

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/270 SICKNESS ABSENCE POLICY**

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/271 SOCIAL MEDIA AND INTERNET POLICY**

**RECOMMEND** to the next Full Council that the current policy is approved.

**FGS/272 STAFF APPRAISAL POLICY**

**RECOMMEND** to the next Full Council that the current policy is approved.

**RESOLVED** at the next Extraordinary Finance, Governance and Staff Committee meeting review of the Disciplinary panel and line management members of the Town Clerk.

**FGS/273 TABLET AND INTERNET USEAGE POLICY**

**RECOMMEND** to Full Council that the current policy is approved.

**FGS/274 ZERO TOLERANCE POLICY**

**RECOMMEND** to the next Full Council that the current policy is approved which the amendment to Staff needs to read Employees.

**FGS/275 GRANTS AWARDED 2021/22**

**RESOLVED** Noted

**FGS/276 SLA GRANT ORGANISATIONS REPORTS 2021**

**RESOLVED** Deferred to the Extraordinary Finance, Governance and Staff Committee meeting so that these can be reviewed with the SLA renewals for 2022/23.

**FGS/277 SMALL GRANTS BUDGET FOR ACCESSIBILITY ISSUES**

**RECOMMEND** to Full Council that an additional budget is established of £5,000 for accessibility grants. A separate grant application is to be issued with a cap of £1,000.

**FGS/278 SLA RENEWALS FOR 2022/23**

**RESOLVED** Deferred to the Extraordinary Finance, Governance and Staff Committee meeting.

**FGS/279 CITIZENS ADVICE BUREAU (CAB) SLA FOR 2022/23**

**RESOLVED** Deferred to the Extraordinary Finance, Governance and Staff Committee meeting.

**FGS/280 BLEND SLA FOR 2022/23 AND 2023/24**

**RESOLVED** Deferred to the Extraordinary Finance, Governance and Staff Committee meeting.

**FGS/281 BLUE BOX SLA AGREEMENT**

**RESOLVED** Deferred to the Extraordinary Finance, Governance and Staff Committee meeting.

**FGS/282 GRANT APPLICATION FORM AND POLICIES**

**RESOLVED** Deferred to the Extraordinary Finance, Governance and Staff Committee meeting.

**FGS/283 SLA AGREEMENT WITH GROUNDWORK FOR COMMUNITY ORCHARD**

**RESOLVED** Clerk to write to Cllr Buttery and David Stafford as this matter has not been progressed by Amber Valley Borough Council.

**FGS/284 BUDGET IMPLICATIONS FOR THE SITE**

This matter cannot be progressed until the agreement has been made between Belper Town Council and Amber Valley Borough Council for the land at Snowberry Avenue site.

**RESOLVED** Noted

**FGS/285 COMMUNITY INTEREST MANAGEMENT BOARD**

**RESOLVED** Clerk to invite an experienced person who can talk to the Committee about establishing a Community Interest Management Board for the Snowberry Avenue site.

**FGS/286 IT FACILITY AVAILABLE TO COUNCILLORS**

Clerk reported that two tablets had not been returned so Cllr Walls has no Council tablet to access Council emails.

**RESOLVED** RFO to investigate leasing of Councillor tablets rather than purchasing new ones. Cllr Angharad to return tablet as this is not used for the Clerk to setup for Cllr Walls.

**FGS/287 ELAS PROPOSALS AND FEES**

Clerk circulated the correspondence received from ELAS regarding Health and Safety assistance and HR. Clerk reported that through the DALC subscription this covered HR advise.

**RESOLVED** Clerk to obtain quotes for Health and Safety assessments of the current risk assessments and all staff matters including ensuring correct training is in place for all employees using various tools.

**FGS/288 LGA'S EMPLOYER LINK SUBSCRIPTION SERVICE**

**RESOLVED** to be deferred to the Extraordinary Finance, Governance and Staff Committee meeting as the new Town Clerk will need to look at the usefulness of the subscription to the Town Council.

**FGS/289 RECLAIM TABLETS FROM WILKINSON AND N PLOUGHMAN**

**RESOLVED** Town Mayor and one additional Councillor to talk to the previous Councillors regarding returning their tablet and ID cards.

**FGS/290 FEES AND CHARGES 2022/23**

**RESOLVED** Deferred to the Extraordinary Finance, Governance and Staff Committee meeting.

**FGS/291 BUDGETS FROM COMMITTEES**

**RESOLVED** Deferred to the Extraordinary Finance, Governance and Staff Committee meeting.

**FGS/292 DRAFT BUDGET FOR 2022/23**

**RESOLVED** Deferred to the Extraordinary Finance, Governance and Staff Committee meeting.

**FGS/293 CAR PARKS CURRENTLY 10% OF COUNCIL PRECEPT**

**RESOLVED** Deferred to the Extraordinary Finance, Governance and Staff Committee meeting.

**FGS/294 CCTV MONITORING**

**RESOLVED** Deferred to the Extraordinary Finance, Governance and Staff Committee meeting.

**That in view of the confidential nature of the business about to be transacted, a resolution to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss these items has been resolved.**

**FGS/295 RFO WORKING HOURS**

**RESOLVED** noted the report and defer to the Extraordinary Finance, Governance and Staff Committee meeting.

**FGS/296 DATE OF NEXT MEETING**

30 November 2021 at 7pm

The Meeting closed at 9.38pm

Signed .....Chairperson

Date 30 November 2021