



BELPER
TOWN COUNCIL
Working for the community

St John's Chapel, The Butts, Belper,
Derbyshire DE56 1HX

Telephone: (01773) 822116

E-mail:

admin@belpertowncouncil.gov.uk

Web: www.belpertowncouncil.gov.uk

22 October 2020

To: Members of the Finance, Governance and Staff Committee

Dear Councillor

I hereby give you notice that a meeting of the Finance, Governance and Staff Committee will be held virtually using Zoom on **Tuesday 27 October 2020 at 7.00pm.**

Meeting information: <https://zoom.us/j/98093922281?pwd=YIM4MzdIVENtUWZnZTFjcTB5clZsZz09>

Meeting ID: 980 9392 2281

Passcode: 044451

One tap mobile

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+442039017895,,98093922281#,,,,,0#,,044451# United Kingdom

Dial by your location

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+44 203 901 7895 United Kingdom

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+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

Meeting ID: 980 9392 2281

Passcode: 044451

All members of the Committee are summoned to attend for the purpose of considering and resolving the business to be transacted as set out in the following Agenda.

Members are to complete the Declaration of Interests Sheet (if appropriate) and email this to the Clerk prior to the meeting.

Yours sincerely

Emma Smith

Town Clerk

AGENDA

- 1 To receive apologies for absence.
- 2 Variation of Order of Business.
- 3 **Declaration of Members Interests and Requests for Dispensation**
Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time, or to request a dispensation. Please note that appropriate forms should be completed prior to commencement of the meeting.
- 4 **Recording and Filming of Council and Committee Meetings**
The right to record, film and to broadcast meetings of the council and committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. Meetings or parts of the meetings from which the press and public are excluded may not be filmed or recorded. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner.
- 5 **Confidential Item** - To determine which items, if any, on the Agenda should be taken with the public excluded. If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms:-
“That in view of the confidential nature of the business about to be transacted, to consider 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 the item.”
- 6 **Public Speaking - (Thirty Minutes)**
 - (a) A maximum of three (3) minutes or at the Chairman’s discretion will be made available for each member of the public to comment on any matter.
 - (b) If the Police Liaison Officer, a County Council or Borough Council Member is in attendance they will be given the opportunity to raise any relevant matter.
- 7 **Minutes**
To approve the Minutes of the Extraordinary Finance, Governance and Staff Committee meeting held on 29 September 2020.
- 8 **Finance Report**
To note the bank reconciliation figures as at 30 September 2020
- 9 **Annual Grants**
 - a) To note current grants awarded
 - b) To discuss reports received from SLA grant organisations
 - c) To consider SLA renewals
 - d) To review current Grant Procedures
- 10 **Belper Bounces Back Scheme**
- 11 **Rate charges received from AVBC**
- 12 **Staff**
 - (a) To consider staff training
 - (b) To note staff reduction in hours
 - (c) To consider staff members to use their own phone and receive an allowance for this
 - (d) To consider a monthly phone contract for a staff member
 - (e) To consider initiatives for young people

- (f) To approve protocol on adhoc work requests made by Councillors

13 Budget

- (a) To consider proposed Fees and Charges
- (b) To consider to recommend purchase of maintenance equipment required
- (c) To consider to recommend approval of budgets for Committees for 2021/22
- (d) To consider detailed budget comparison and draft budget for 2021/22.

14 Governance

To review and recommend to Full Council the following policies due for review prior to the next Finance, Governance and Staff Committee meeting:

- (a) Equality and Diversity Policy (new)
- (b) Staff Appraisal Policy (new)
- (c) Abandoned Vehicle Policy
- (d) Disaster Recovery Policy
- (e) Discretions Policy
- (f) Food Festival Business - Charging Policy
- (g) Lone Working Policy
- (h) Protocol on Councillors/Officer Relationships
- (i) Sickness Absence Policy
- (j) Tablet and Internet Usage Policy
- (k) Safeguarding Policy

Date of Next Meeting - 23 February 2021