



BELPER
TOWN COUNCIL
Working for the community

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14 October 2021

To: Members of the Finance, Governance and Staff Committee

Dear Councillor

I hereby give you notice that the Finance, Governance and Staff Committee meeting will be held in **Strutts Centre, Derby Road, Belper DE56 1UU** on **Tuesday 19 October 2021 at 7.00pm.**

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

A handwritten signature in black ink, appearing to read 'Emma Smith', is written over a faint, light-colored signature line.

Emma Smith

Town Clerk

If you require this document in an alternative format, such as large print or a coloured background, please contact the Town Clerk on 01773 822116 or email admin@belpertowncouncil.gov.uk

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 Finance, Governance and Staff Committee meeting held on 25 May 2021
- 8 **Finance Report**
 - (a) To note the completion of the limited assurance review for year ending 31 March 2021
 - (b) To note RFO report on the electricity supply for the Strutt Street Toilets
 - (c) To approve Financial Risk Assessment and Reserves Policy
 - (d) To evaluate earmarked reserves in terms of relevance and amount
 - (e) To note current Asset Register
- 9 **Staff**
 - (a) To consider youth detachment workers across the Town
 - (b) To consider recommendation for cleaning provision at St Johns Chapel
 - (c) To discuss RFO working hours
- 10 **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) Abandoned Vehicle Policy
 - (b) Accessibility Strategy
 - (c) Councils Memorials Policy
 - (d) Data Protection Policy
 - (e) Disaster Recovery Policy
 - (f) Discretions Policy
 - (g) Financial Management Policy

- (h) Financial Regulations
- (i) Food Festival Businesses - Charging Policy
- (j) Information Security Incident Policy
- (k) IT Replacement Policy
- (l) Lone Working Policy (Panic Button suggestion)
- (m) Meeting Papers
- (n) Mobile Phone Policy
- (o) Protocol on Councillor/Officer Relationships
- (p) Recruitment and Selection Policy
- (q) Reference Policy and Procedure
- (r) Retention and Disposal Policy
- (s) Safety at Events Policy
- (t) Sickness Absence Policy
- (u) Social Media and Internet Policy
- (v) Staff Appraisal Policy
- (w) Tablet and Internet Usage Policy
- (x) Zero Tolerance Policy

11 Grant Agreements

- (a) To note current grants awarded
- (b) To discuss reports received from SLA grant organisations
- (c) To discuss ringfencing a proportion of the small grants budget for accessibility issues
- (d) To consider SLA renewals for 2022/23
- (e) To discuss increasing Citizens Advice Bureau SLA for 2022/23
- (f) To discuss increasing the Blend SLA for 2022/23 and 2023/24
- (g) To discuss Blue Box SLA agreement
- (g) To consider any amendments to grant applications form and policy

12 Snowberry Community Orchard

- (a) To investigate an SLA agreement with Groundwork for the Community Orchard
- (b) To investigate budget implications of the site
- (c) To investigate a Community Interest Management Board

13 To discuss the current IT facility available to Councillors

14 To discuss ELAS proposals and fees

15 To discuss LGA's employer link subscription service

16 To reclaim tablet and ID from J Wilkinson and N Ploughman

17 Budget

- (a) To consider proposed Fees and Charges
- (b) To consider to recommend approval of budgets for Committees 2022/23
- (c) To consider detailed draft budget for 2022/23
- (d) To consider cost of car parks currently 10% of precept
- (e) To consider cost implications of monitoring CCTV cameras

Date of Next Meeting - TBC