



**BELPER**  
**TOWN COUNCIL**  
Working for the community

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**To Members of the Finance, Governance and Staff Working Party.**

15 February 2019

Dear Committee Member

I hereby give you notice that a meeting of the Finance, Governance and Staff Working Party is to be held in St John's Chapel on

**Tuesday 26 February 2019 at 6.15pm**

All members of the Committee are summoned to attend the meeting to consider and resolve the business to be transacted as set out in the following agenda.

Yours sincerely

*Elisabeth Page*  
Town Clerk

**AGENDA**

- 1 To receive apologies for absence.
- 2 To consider Variation of Order of Business.
- 3 a) To receive Declaration of Members Interests.  
To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Town Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time.  
  
b) To receive and approve requests for dispensations from Members on matters in which they have a Disclosable Pecuniary Interest.
- 4 To determine which items if any from 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: -

"In view of the confidential nature of item .... 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."



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Twinned with



PAWTUCKET  
Rhode Island U.S.A.



Large Town Winners  
2010/11/12/13



QUALITY TOWN COUNCIL

- 5            Public Speaking  
To suspend the Council's Standing Orders in order for the public to participate in the meeting for a maximum of 30 minutes - or at the Chairman's discretion. A maximum of three (3) minutes or at the Chairman's discretion will be made available for each member of the public wishing to address the meeting in relation to the business to be transacted.
- 6            To approve the Minutes of the Finance, Governance and Staff Working Party meeting held on 30 October 2018

## **FINANCE**

- 7            Financial Monitoring:  
A)        To note the Financial Budget Comparison  
B)        To note the Bank Reconciliation - 31 January 2019  
C)        To note mileage monitoring of the Council's pick up
- 8            To review spend against budget for St Johns carpark/accessibility project
- 9            To review sponsorship opportunities/costs

## **GOVERNANCE**

- 10          To consider amended Gritting Policy for adoption by Full Council
- 11          To consider the draft calendar of meetings (2019/20) for approval at the Annual Meeting
- 12          To review policies in readiness for adoption at Annual Meeting  
12.1 Standing Orders  
12.2 Financial Regulations  
12.3 Press Policy  
12.4 Complaints Procedure  
12.5 DPA Policy  
12.6 FOI Policy  
12.7 Scheme of Delegation and Terms of Reference
- 13          To consider procedure for the end of the Council term (tablets and documents return) and arrangements for Annual Meeting

## **NEXT MEETING**

- 14          To note the next meeting date—**Tuesday 28 May 2019 at 7pm**

## **CONFIDENTIAL BUSINESS**

### **To Resolve**

In view of the confidential nature of the following items - as it might disclose private information and staff information - 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.

15 Apprentice update

16 Town Clerk recruitment update

17 Cleaner/Heritage Centre Coordinator

To consider and make recommendations to Full Council regarding

- creation of new Post—Cleaner/Heritage Centre Coordinator
- changes to the Job Description of Cleaner/Caretaker
- assimilating the current post holder into the role
- Amending current post holders contract– with the consent of the post holder

18 Appraisals and SCP increases

To consider report of the Town Clerk and make recommendations to Full Council