

MINUTES OF THE FINANCE, GOVERNANCE AND STAFF WORKING PARTY
HELD AT THE COUNCIL CHAMBER, ST JOHN'S CHAPEL, THE BUTTS, BELPER
ON TUESDAY 26 FEBRUARY 2019 at 6.15pm

PRESENT: Councillors: D Booth, J Booth, Hillier, Hurst, Nelson and Sutton

Two members of the public.

Liz Page – Town Clerk and Glyn Haynes- RFO

FGSWP/95 APOLOGIES FOR ABSENCE
None.

FGSWP/96 VARIATION OF ORDER OF BUSINESS
None.

FGSWP/97 DECLARATIONS OF MEMBERS INTERESTS
Cllr D Booth and J Booth declared a Personal Interest in Item 18 due to the relationship with a member of staff and proposed to leave the meeting

FGSWP/98 CONFIDENTIAL ITEMS
None save for those already on the Agenda in the Confidential section.

FGSWP/99 MINUTES OF FINANCE, GOVENANCE AND STAFF WORKING PARTY
RESOLVED: To approve the minutes of the Finance, Governance and Staff Working Party held on 30 October 2018 and direct the Chairman sign the minutes as approved

FINANCE

FGSWP/100 From the Reports provided by the RFO
RESOLVED:

- The Financial Budget Comparison was Noted
- Bank Reconciliation to 31 January 2019 was noted.
- The mileage and fuel consumption of the Council vehicle was noted.

FGSWP/101 St Johns car park/chapel accessibility project
RESOLVED:
To note the costs against budget report provided by the Clerk

FGSWP/102 SPONSORSHIP
The Meeting considered the current Sponsorship commitments and
RESOLVED:
To delegate to the Assistant Clerk to promote the sponsorship opportunities with a possibility of offering new sponsors a 50% reduction on fees for the first year.

Signed..... Date

GOVERNANCE

FGSWP/103 GRITTING POLICY

RESOLVED:

- To recommend to Full Council to adopt the revised policy with an amendment referring to vulnerable residents rather than disabled/elderly residents to cover pre-school and school children
- The Clerk to write to AVBC Planning to ask that it considers recommending the provision of grit bins on new developments
- The Clerk to clarify where DCC and AVBC accept new grit bin applications

FGSWP/104 CALENDAR OF MEETINGS- 2019/20

RESOLVED:

To recommend to the Annual Meeting to approve the Calendar of Meetings proposed by the Town Clerk

FGSWP/105 POLICIES FOR ADOPTION AT ANNUAL MEETING

RESOLVED:

To recommend to the Annual Meeting to adopt the following revised policies-
Standing Orders
Financial Regulations
Press Policy
Complaints Procedure
DPA Policy
FOI Policy
Scheme of Delegation and Terms of Reference

FGSWP/106 PROCEDURES FOR END OF COUNCILLOR TERM IN OFFICE

The Meeting discussed the procedures for the end of Term and

RESOLVED:

- Councillors not standing for re election to return the following either at the last Full Council meeting on 9 April 2019 or by no later than 10 May 2019 – BTC name badges, all pink papers/confidential papers and reports and BTC tablets.
- Councillors standing for re – election and not re- elected on 2 May 2019 by no later than 10 May 2019 to return the BTC name badge, all pink papers/confidential papers and reports and BTC tablet.
- Councillors standing for re-election and being re-elected on 2 Maty 2019 to retain the BTC name badges, reports and papers and tablets.
- Councillors who are appointed as Trustees to the following organisations/charities – Belper in Duffield United Charities, Blue Box, Drop Inn, John Locko’s Estate Charity, Matthew Smith Almshouses and North Mill Trust will remain trustees until the Charity/Charity Commission replace them and are expected to provide their personal contact details to facilitate this.
- The Council to hold a buffet at the Annual Meeting.

Signed..... Date

FGSWP/107 **NEXT MEETING**

RESOLVED To note the next meeting - Subject to approval of the Calendar of Meetings at the Annual Meeting - Tuesday 28 May 2019 at 7pm at St Johns Chapel

CONFIDENTIAL BUSINESS

FGSWP/108 **RESOLVED** In view of the confidential nature of the following items - relating to staff 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

STAFF

FGSWP/109 **APPRENTICE**

The Clerk updated the meeting that this was being progressed. She was to meet the Clerk to Duffield Parish Council to move it forward.

FGSWP/110 **TOWN CLERK RECRUITMENT**

The Clerk updated the Meeting as to the recruitment process.

FGSWP/111 **CLEANER/HERITAGE CENTRE COORDINATOR**

The meeting considered the information provided by the Town Clerk and

RESOLVED:

To recommend to Full Council to -

- create the new Post of Cleaner/Heritage Centre Coordinator commencing on 1 April 2019
- change the Job Description of Cleaner/Caretaker
- assimilate the current post holder into the role
- amend current post holders contract– with the consent of the post holder

FGSWP/112

APPRAISALS AND SCP INCREASES

The meeting considered the report of the Town Clerk and

RESOLVED:

To recommend to Full Council that the recommendations in the report be adopted as at 1 April 2019

Chairman

Dated

The Meeting closed at 7.00pm

Signed..... Date
