



Town Clerk: Dan Ledger
The Town Hall, 1 High Street, CULLOMPTON, EX15 1AB
enquiries@cullomptontowncouncil.gov.uk
01884 38249

MINUTES OF MEETING OF THE GOVERNANCE, FINANCE AND RESOURCES COMMITTEE
DATED THURSDAY 26 OCTOBER 2023 AT 7:00PM AT CULLOMPTON TOWN HALL

PRESENT:

Councillors: Councillors J Buczkowski, M Dale, C Snow, T Spring, J Stanford.

Officers: The Town Clerk, Deputy Clerk.

Others: Councillor M Thompson.

G23/001 Election of Vice-Chair

There were no nominations for Vice-Chair of the Governance, Finance and Resources Committee.

G23/002 Apologies for Absence

There were no apologies for absence received.

G23/003 Declaration of Interests

There were no Declarations of Interests and no Dispensations granted.

G23/004 Minutes

1. **RESOLVED** that the Minutes of the Governance, Resources and Finance Committee meeting held on 10 November 2022 were adopted as a true and correct record of the meeting; they were signed as such.
2. **RESOLVED** that the Minutes of the Governance, Resources and Finance Committee meeting held on 13 April 2023 were adopted as a true and correct record of the meeting; they were signed as such.

G23/005 Public Question Time

There were no members of the public present.

G23/006 CCLA Presentation

A presentation was received from CCLA regarding investments that are available to the Council. Due to technical issues, it was not possible to connect with the CCLA representative. The matter was deferred.

G23/007 Finance

To consider and note the payments, receipts and invoices. To consider other financial matters including the bank reconciliation. It is **RECOMMENDED** that members:

1. **RESOLVED** to note the Bank Reconciliations up to 30 September 2023.

2. **RESOLVED** to note the payments made under delegation, receipts received and approve the Council payment list.
3. **RESOLVED** to note the budget to date and approve any virements between budgets and/or reserves.
4. **RESOLVED** to allocate a grant of £500 to the Gift of A Burrow for Allotments Charity subject to a grant application being received.
5. **RESOLVED** to note the Creditor/Debtor reports.
 - a. **RESOLVED** that the YMCA invoice is removed from the Creditor List.
 - b. **RESOLVED** that invoices 29, 13, 3 are written off and removed from the Debtors report
6. **RESOLVED** to agree and note the new Council Insurance provider.
7. **RESOLVED to RECOMMEND** that the appointment of the Internal Auditor is taken to the Full Council with formal recommendations from the Town Clerk.
8. **RESOLVED** to agree the Direct Debits of RICOH (printing), Professional Hygiene Ltd (sanitary and sharp removals) and Source for Business – Water. All are variable amounts.
9. A budget to have the Town Hall valued was not agreed.
10. Councillors **DEFERRED** informing officers on any other reports Committee wish to see for future meetings to the next meeting.

G23/008 Policies for Adoption

1. **RESOLVED** to defer the Cemetery Policy to a Policy Review Working Group.
2. **RESOLVED** to defer the Allotment Policy (Hayman's Close & Top Field to a Policy Review Working Group.
3. **RESOLVED** that, with changes made to reflect that Internal Auditor is not a delegated function, the Statement of Internal Control Policy is adopted.

G23/009 Risk Register/Business Risk Assessment

RESOLVED that the Risk Register/Business Risk Assessment is approved.

G23/010 Council Maintenance Van

RESOLVED that Ford are contracted to supply a new Ford eTransit on a 3-year Contract Hire basis.

G23/011 CCTV at Station Road Junction

RESOLVED that this matter is deferred until funding options have been investigated.

G23/012 Terms of Reference Archivist

RESOLVED that the Town Clerk investigates other delivery options for the Archive project.

Councillor C Snow left the meeting at 20:42.

G23/013 Forward Plan

RESOLVED that the forward plan includes:

1. Schedule of Fees.
2. Safeguarding Policy.
3. Investments Policy.
4. Budget Development.
5. Staff Handbook.
6. Presentation from the CCLA.
7. Expansion of the Town Centre CCTV system.
8. To review and adopt Policies deferred at Minute G23/008.

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G23/014 Exclusion of the press and public

RESOLVED to excluding the press and public from the remainder of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Councillor M Thompson declared an interest in Staffing matters as he is Chair of the Appeals Committee and, after making a statement on his thoughts on the staffing review, left the meeting.

Councillor C Snow returned to the meeting at 20:51.

G23/015 Staffing Matters

1. **RESOLVED** that the Assistant Outdoor Supervisor is moved on to a pay range (SCP 7-12) as recommended in the Staffing Review.
2. **RESOLVED** that a decision on the Finance Officer scale review is deferred to the next meeting upon receiving further information.
3. **RESOLVED** that job titles and individual responsibilities is a delegated function of the Town Clerk.
4. **RESOLVED** that Officer/Member relationship comments are acknowledged.
5. **RESOLVED** that the additional fixed term employee is accepted with the Clerk delegated to appoint this new member of staff. Committee had a preference for a Local Council trained candidate.
6. **RESOLVED** that the Committee acknowledge that all future decisions will be made using the SMART model.
7. **RESOLVED** to note the recommendation to involve the community in the creation of the Strategic Plan.
8. **RESOLVED** that the revised Community Plan will be tested.

G23/016 RESOLVED that, as the time was 21:00, the meeting would continue for an additional 15 minutes.

G23/017 RESOLVED that a member of staff is reduced in hours by 1 day per week with immediate effect and that this is monitored by the Town Clerk as required.