

# Ongar

## Town Council



Aimi Middlehurst  
Town Clerk

### TO MEMBERS OF THE FINANCE AND HUMAN RESOURCES COMMITTEE

27<sup>th</sup> March 2017

You are hereby summoned to a meeting of the **FINANCE AND HUMAN RESOURCES COMMITTEE** to be held in the **COUNCIL CHAMBER, BANSONS, BANSONS WAY, ONGAR** on **THURSDAY 6<sup>TH</sup> APRIL 2017** commencing at **8pm** for the transaction of business as set out below. Members of the public and press are invited to attend.

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### AGENDA

#### **122/16 Apologies for absence**

#### **123/16 Declaration of Disclosable Pecuniary Interests (DPIs), Other Pecuniary Interest and Non Pecuniary Interests under the Council's adopted Code of Conduct.**

Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (Non Pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.

*Members are reminded that if there has been any change to their entries in the Register of Interests, they should complete a new form notifying the change within 28 days of becoming aware of any new disclosable pecuniary or non-pecuniary interest. The form should be returned to the Town Clerk for forwarding to the Monitoring Officer at Epping Forest District Council.*

#### **124/16 Public participation session with respect to items previously notified to the Clerk.**

To receive any representations from members of the public.

The maximum time for this item is 15 minutes.

#### **125/16 To agree the minutes of the Finance and Human Resources committee meetings held on 9<sup>th</sup> February 2017**

#### **126/16 Clerk's Report**

#### **127/16 Finance Reporting**

- To note the bank reconciliations for February 2016
- To note the payments over £100 for February 2016

#### **128/16 Mini Bus**

- To receive the budget as at 28<sup>th</sup> February 2017
- To receive an update on the commercial strategy and agree any necessary action

#### **129/16 Training record**

- To note the training achieved to date for Councillors and staff
- To note the budget spent to date and agree any necessary action

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### 130/16 Internal Audit Report

- To note the report dated 1<sup>st</sup> March and consider any necessary action

### 131/16 Recommendations from Open Spaces Committee

- To consider the recommendation to increase the Allotment fees by 6% with effect from 1<sup>st</sup> November 2018 and make recommendation to Full Council

An extract from the minutes of 23<sup>rd</sup> February are below:-

#### 85/16 Allotments

*i) To consider an increase in fees with effect from 1 November 2018 and make a recommendation to Finance and Human Resources committee.*

*It was **PROPOSED** by Cllr Freeman and seconded by Cllr Browning to make a recommendation to Finance and Human Resources committee to increase fees by 6% with effect from 1 November 2018. This increase to be fixed for a period of three years.*

**VOTE:**

*For – 4*

- To consider the recommendation to increase the cemetery fees by 5% and make recommendation to Full Council

An extract from the minutes of 23<sup>rd</sup> February are below:-

- **86/16 Cemetery Fees**
- *To review cemetery fees and make a recommendation to Finance and Human Resources committee. The cemetery fees were last increased in April 2016.*
- *It was **PROPOSED** by Cllr Battersby and seconded by Cllr Browning to make a recommendation to Finance and Human Resources to increase cemetery fees by 5%. This increase will bring the Council's fees in line with other local Council run cemeteries.*
- *Unanimous vote received.*

### 132/16 Recommendation from the Planning, Environment and PR Committee

To agree the virement of funds - £50 from Coffee Morning funds (which currently stand at £50) and £130 from Media Services & Advertising funds (which currently stand at £610).

### 133/16 CCLA Local Government Property Fund

- To agree a response to the suitability audit

### 134/16 Virement of Funds

To agree the recommendation for the Open Spaces Committee to vire between budgets to provide monies for the Memorial Testing

### 135/16 Old Council Building

- To consider the requests from the potential new tenant:-
  - To add additional CCTV and lighting (can the Council's equipment be used)

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- To add a partition to separate the kitchen from the main area and create a separate office
- To erect signage outside the building with the company name
- To continue the fencing around the building to separate the area from the Sports Field
- To clear the space to the side of the building and create a parking space next to the building (to be used weather permitting)

**It is recommended that Councillors make a site visit prior to the meeting if they are not familiar with the building and layout.**

### **136/16 Council buildings**

- To consider commissioning the Council's preferred contractor to carry out surveys for all Council owned buildings
- To agree the level of detail required for the surveys

An extract from the minutes of 24<sup>th</sup> March 2016 are below:-

### **81/15 Council buildings**

- *To consider commissioning Stace to carry out surveys for all Council owned buildings*
- *To agree the level of detail required for the surveys*

*The Property Inspection Report (PIR) detailed the status of the building and recommended work to be carried out to ensure the condition of the building and to comply with Health and Safety.*

*Alternatively the Building Maintenance Survey (BMS) was a more detailed report and recommended work to be carried out in 1 year, 2 years and 3 years. The report also included information on the approximate cost to rectify any faults.*

*Cllr Reynolds stated that these reports were not necessary and Cllr Kaye felt that most defects would be obvious.*

*Cllr Feetham proposed that this item be deferred for one year and this was seconded by Cllr Kaye.*

Vote –  
For – 5

### **AGREED**

- *To defer a decision on property inspections for one year.*

### **137/16 Health and Safety**

- To receive a report on the visit by the Council's appointed contractor
- To receive an update on the current health and safety action point list
- To consider and agree any actions necessary

### **138/16 Risk Assessment and Council Policy Review**

- To consider a procedure to review and maintain the Council's Risk Assessments and Policies

### **139/16 Recording of Meetings**

- To consider purchasing recording equipment and make recommendation to Full Council

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