

# Ongar

## Town Council



Aimi Middlehurst  
Town Clerk

TO MEMBERS OF THE FINANCE AND HUMAN RESOURCES COMMITTEE

12 May 2016

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 19 MAY 2016** commencing at **8pm** for the transaction of business as set out below. Members of the public and press are invited to attend.

Judith Farr  
Deputy Town Clerk

### AGENDA

#### **01/16 Apologies for absence**

#### **02/16 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.*

#### **03/16 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.

#### **04/16 To agree the minutes of the Finance meeting held on 24 March 2016**

#### **05/16 To agree the minutes of the Human Resources meeting held on 7 April 2016**

#### **06/16 Clerk's Report**

#### **07/16 Finance Reporting**

- To note the bank reconciliations for April 2016
- To note the detailed balance sheet for April 2016
- To note the payments over £100 for March and April 2016

#### **08/16 Mini Bus**

- To receive the budget as at 31 March 2016
- To receive the budget as at 30 April 2016

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**09/16 To receive an initial report on the staff consultation**

**10/16 To consider a draft Policy on reserves, investments and virements and make a recommendation to Full Council**

**11/16 Recommendations from Open Spaces**

- To agree the suggested 5% rise in cemetery fees and make a recommendation to Full Council

**12/16 Recommendations from Jubilee Park committee**

- To consider an increase in prices and make a recommendation to Full Council
- To increase all bar prices by 5%
- To increase all pitch / court fees by 5%
- To increase room hire fees to £100 for the large room and to retain the fee at £20 for the small room
- To retain the damage deposit at £200 per booking

**13/16 To consider insurance cover for cash in transit**

- To receive information on security measures for cash in transit and make a recommendation to Full Council on any actions necessary

**14/16 Love Lane building**

- To consider letting the building to an outside organisation

**15/16 Recording of meetings**

- To receive a draft policy on members of the press and public recording Council meetings and make a recommendation to Full Council

**16/16 Training**

- To review the Council's training statement of intent, make any amendments necessary and make a recommendation to Full Council
- To receive information on the training record for 2016 for staff and Councillors
- To note the available funds in the training budget for 2016/17 and any committed spend
- Consider the provision of E – learning courses for Council staff
- To consider and agree attendance at EALC courses – list attached

