

# Ongar

## Town Council



Aimi Middlehurst  
Town Clerk

TO MEMBERS OF THE FINANCE AND HUMAN RESOURCES COMMITTEE

23 June 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 30 June 2016** 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

#### **17/16 Apologies for absence**

#### **18/16 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.*

#### **19/16 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.

#### **20/16 To agree the minutes of the Finance and Human Resources meeting held on 19<sup>th</sup> May 2016**

#### **21/16 Clerk's Report**

To receive items of information of interest to the committee

#### **22/16 Finance Reporting**

- To note the bank reconciliation and detailed balance sheet for May 2016
- To note the full list of payments for May 2016

#### **23/16 Mini Bus**

- To receive the budget as at 31 May 2016

#### **24/16 Internal audit**

- To receive the final report from the Internal Auditor and agree any necessary action

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### **25/16 Banking charges and Investments**

- To receive information on the new bank charges to be levied by the Council's bank, consider alternative banking arrangements and make a recommendation to Full Council
- To note the maturity of the Fixed Rate Saver account and consider reinvesting the funds.

### **26/16 Standing Orders**

- To consider the draft document recommended by the Standing Orders working group and make a recommendation to Full Council

### **27/16 Banns letting fees and policy**

- To review the current fees and make a recommendation to Full Council
- To review the current lettings policy and make a recommendation to Full Council

### **28/16 Policies**

- To receive an update on all Council policies

### **29/16 Training**

- To receive information on the training budget for 2016/17
- To receive information on the training completed by Councillors in 2016
- To consider the training needs of staff and agree any courses necessary
- To consider providers of E-learning courses and agree to this expenditure and a supplier
- To consider the training needs of councillors and agree any courses necessary

### **30/16 Nature Reserve**

- To consider the recommendation from the Open Spaces Committee meeting on 4 Feb to write to the resident and inform him that he will be allowed use of the area for his lifetime only and this decision will be reviewed annually.

### **31/16 Chapel**

- To receive information on the public consultation and to agree a course of action
- The Council conducted a public consultation on possible future uses of the Chapel. The committee is reminded that the Chapel is still a consecrated building and is on the EFDC Local List of buildings.

Suggestions to date include –

- Tourist centre
- Local museum

### **32/16 Office Administration**

- To consider the recommendation from the Clerk to commission an evaluation of all administrative staff

### **33/16 Grievance and Disciplinary Procedure**

- To consider the current grievance and disciplinary procedure

