

Ongar

Town Council



Aimi Middlehurst
Town Clerk

TO MEMBERS OF THE FINANCE AND HUMAN RESOURCES COMMITTEE

23rd August 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 1ST SEPTEMBER 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

Public Statement

Please note that following the publication of the Openness of Local Government Regulations 2014, members of the public can record and publish audio and video records of this meeting. If you wish to attend the meeting, but do not wish to be recorded doing so, please contact the Clerk for guidance.

34/16 Apologies for absence

Councillors are asked to forward their apologies for not attending the meeting.

35/16 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.

36/16 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.

37/16 To agree the minutes of the Finance and Human Resources meeting held on 30 June 2016

38/16 Clerk's Report

To receive items of information that are not on the agenda

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39/16 Finance Reporting

- i) To note the bank reconciliations for July 2016
- ii) To note the payments over £100 for July 2016

40/16 Mini Bus

- i) To receive the budget as at 31 July 2016
- ii) To consider arrangements for hirers whose drivers are over 70 years of age and make a recommendation to Full Council

41/16 Internal Audit

To receive an update on the action points recommended in the report by the Council's internal auditor

42/16 Annual Insurance Review

To note the report from the Council's Insurance company and agree any actions necessary

43/16 Finance Risk Assessment

To review the document and make a recommendation to Full Council

44/16 Comments, Compliments and Complaints Policy

To review the adopted policy, make any changes necessary and make a recommendation to Full Council

45/16 Councillor Remuneration Scheme 2017/18

To consider if the Council wishes to make changes to its existing Councillor Remuneration scheme

46/16 Chapel

- i) To receive the results of the public consultation regarding future use of the Chapel and agree any action necessary
- ii) To receive information on the possible deconsecration of the Chapel

47/16 Love Lane

To consider repairs to the lane surface. This item was deferred from the meeting held on 24 March 2016.

An extract of the minutes of 24 March –

80/15 Love Lane

- *To consider and agree to carry out repairs to Love Lane*

The Council has received complaints regarding the poor condition of Love Lane. Essex County Council (ECC) advised the Council that –

ECC is responsible for maintaining the route to a standard suitable for pedestrian traffic only and repairing any damage caused by pedestrians exercising their right of access. Use of the route by any traffic other than pedestrians is classed as a private right and the responsibility for maintain the route to a standard for vehicles and repairing the damage caused by vehicles is the responsibility of the landowner or those with private access rights.

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It was reported that the pot holes had been repaired by a member of the public. Councillors were concerned that once the Council had taken responsibility for any repairs then this would have to continue even if the whole lane needed to be resurfaced.

Cllr Reynolds proposed that this item be deferred for six months and this was seconded by Cllr Kaye.

Vote –

For – 5

AGREED

- *To defer this item for six months.*

48/16 Business Continuity Plan

To agree on the membership of the working group to develop the Business Continuity Plan

49/16 Health and Safety

To receive an update on the action points for Council activities (not including Jubilee Park)

50/16 Standards of Practice

To receive an update on the Council's Standards of Practice status

51/16 To receive recommendations from Planning, Environment and Public Relations committee

- To consider the draft Communications and Engagement Strategy, make any changes necessary and make a recommendation to Full Council
- To consider the draft Social Media Policy, make any changes necessary and make a recommendation to Full Council

52/16 Recording of meetings by public

To review the adopted policy as requested by Cllr J Reynolds, make any changes necessary and make a recommendation to Full Council.

An extract of the minutes from the Full Council meeting held on 2 June 2016 –

Draft policy on members of the press and public recording Council meetings

Cllr A Wingfield proposed that the Council adopt the policy. Seconded Chairman, Cllr J Browning.

Vote –

For –

Cllrs Browning, Devonald, Fletcher, Freeman, Birch, Reynolds, Wingfield (7)

Abstain –

Cllrs Feetham, Bolden, Bicknell (3)



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53/16 Open Forum

To review the Council's decision to remove the Open Forum portion of meetings following a complaint from a member of the public and make a recommendation to Full Council.

Extract of minutes from the Full Council meeting held on 14 April 2016 –

*It was **PROPOSED** by Cllr Browning and seconded by Cllr Reynolds to expand the Public Participation item on agendas to include questions and statements from members of the public on any matter. The Open Forum portion of the meeting to be obsolete.*

Vote –

*For – 9 (Cllrs Browning, Bicknell, Feetham, Birch, Fletcher, Freeman, Reynolds, Bolden and Devonald)
Abstention – 2 (Cllrs Wingfield and Gode)*

54/16 Violence and Bullying at Work staff consultation

To consider a method to review the results of the consultation.

55/16 The Council is asked to RESOLVE to exclude the press and public for this meeting under the Public Bodies (Admission to Meetings) Act 1960 as the following items contain confidential information relating to staffing and contractual matters.

56/16 Job evaluation

- i) To consider job evaluation following a request from a member of staff
- ii) To agree the Clerk's recommendation to amend the job title, description and spinal column pay point

57/16 Love Lane Council building

To receive a report on the possible future use of the building, agree any action necessary and make a recommendation to Full Council

58/16 Scout Hut lease

To receive an update on progress to renew the lease for the Scout Hut

59/16 Tennis and Croquet leases

To review the draft leases and make a recommendation to Full Council

60/16 The Council is asked to resolve to permit the press and public to return to the meeting under the Public Bodies (Admission to Meetings) Act 1960

