

# Ongar

## Town Council



Aimi Middlehurst  
Town Clerk

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

3 November 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 10<sup>TH</sup> NOVEMBER 2016** commencing at **7.30 pm** for the transaction of business as set out below. Members of the public and press are invited to attend.

Aimi Middlehurst  
Town Clerk

### 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.

#### **75/16 Apologies for absence**

#### **76/16 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.*

#### **77/16 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.

#### **78/16 Clerk's Report**

To receive items of information that are not on the agenda

Bansons, Bansons Way, Ongar, Essex, CM5 9AS

Tel 01277 365348

Fax 01277 362315

e-mail [clerk@ongartowncouncil.gov.uk](mailto:clerk@ongartowncouncil.gov.uk)

[www.ongartowncouncil.gov.uk](http://www.ongartowncouncil.gov.uk)



# Ongar

## Town Council



**Aimi Middlehurst**  
Town Clerk

### **79/16 Standing Orders**

To review Item 9 "Motions for a meeting that require written notice to be given to the Proper Officer", consider any amendments necessary and make a recommendation to Full Council

### **80/16 Committee Business Plan**

To review the committee business plan, make any changes necessary and make a recommendation to Full Council

### **81/16 Emergency Planning**

- i) To receive the notes on the Emergency Planning seminar attended by the Deputy Clerk and agree any actions necessary
- ii) To receive a recommendation on the draft Business Continuity Plan from the working group, consider any action necessary and make a recommendation to Full Council
- iii) To consider setting a budget to deal with emergencies or recovery and make a recommendation to Full Council

### **82/16 Training**

To note the cemetery training undertaken by the Deputy Clerk and Assistant to the Clerk

### **83/16 Recording of meetings by members of the public**

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

### **84/16 Recommendations from Open Spaces committee**

- i) To adopt the Open Spaces committee business plan and make a recommendation to Full Council
- ii) To adopt the draft Shallow graves policy and make a recommendation to Full Council
- iii) To adopt the amended Cemetery policy and make a recommendation to Full Council
- iv) To adopt the amended Cemetery Rules and Regulations and make a recommendation to Full Council
- v) To adopt the Play Policy and make a recommendation to Full Council
- vi) To adopt the draft St Martin's church yard policy and make a recommendation to Full Council

### **85/16 Old council office, Love Lane**

- i) To consider any cleaning and redecoration required before letting the building
- ii) To consider replacing the water heater

### **86/16 Risk assessments**

- i) To receive advice from the Council's internal auditor that all Risk Assessments must be approved by the Council.
- ii) To consider a method of reviewing the risk assessments
- iii) To note the current arrangements for adhering to the risk assessment inspections



# Ongar

## Town Council



**Aimi Middlehurst**  
Town Clerk

### **87/16 Fire Risk Assessments**

- i) To review the draft Fire risk assessment for Basons, make any changes necessary and make a recommendation to Full Council.
- ii) To review the draft Fire risk assessment for Love Lane building, make any changes necessary and make a recommendation to Full Council.
- iii) To review the draft Fire risk assessment for the Chapel, make any changes necessary and make a recommendation to Full Council.

### **88/16 Policies**

- i) To receive an update on all Council policies
- ii) To consider a method of reviewing all policies
- iii) To receive the recommendation from the Human Resources subcommittee to review the timescales specified in the adopted Grievance Policy
- iv) To review the following policies, make any changes necessary and make a recommendation to Full Council –
  - Safeguarding Procedures
  - Records Storage and Security Policy
  - Environmental Statement
  - Health, Safety and Welfare Policy
  - Display Screen Equipment Policy
  - Lone Working risk assessment and policy

