

Ongar

Town Council



Aimi Middlehurst
Town Clerk

TO MEMBERS OF THE FINANCE AND HUMAN RESOURCES COMMITTEE

2nd February 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 9th FEBRUARY 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

107/16 Apologies for absence

108/16 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.

109/16 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.

110/16 To agree the minutes of the Finance and Human Resources committee meeting held on 5th January 2017

111/16 Clerk's Report

112/16 Finance Reporting

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

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113/16 Mini Bus

- To receive the budget as at 31 January 2017
- To consider a commercial strategy for the mini bus and make a recommendation to Full Council

114/16 Preferred Suppliers

- To review the current preferred supplier list

115/16 Grievance policy

- To note the decision of the Full Council at the meeting on 12 January 2017
- To consider an amendment to Section 3 of the adopted Grievance Policy with regard to employee's companions when attending meetings.

116/16 Discipline procedure

- To review the adopted Discipline Procedure and make any recommendations necessary to Full Council

117/16 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

118/16 Council 50 year plan

- To receive a draft 50 year plan and make any recommendations or agree any actions necessary

119/16 Recommendations from Open Spaces committee

- To amend the Cemetery Rules and Regulations and make a recommendation to Full Council
- To consider the draft grave digging pro-forma and make a recommendation to Full Council
- To consider the draft Cemetery Risk Assessment and make a recommendation to Full Council

120/16 Love Lane repairs

- To consider repairs to the lane surface.

121/16 Training

- To receive information on the training budget for 2016/17 and 2017/18
- To receive information on the training records for Councillors and staff for 2017
- To consider training requirements for Councillors

