

Ongar

Town Council



Aimi Middlehurst
Town Clerk

TO MEMBERS OF THE FINANCE AND HUMAN RESOURCES COMMITTEE

19th May 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 1st JUNE 2017** commencing at **7pm** for the transaction of business as set out below. Members of the public and press are invited to attend.

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AGENDA

01/17 Apologies for absence

02/17 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.

03/17 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.

04/17 To agree the minutes of the Finance and Human Resources committee meeting held on 6th April

05/17 Clerk's Report

06/17 Finance Reporting

- To note the bank reconciliations for March and April
- To note the payments over £100 for March and April

07/17 Mini Bus

- To receive the budget as at 31st March 2017
- To receive a report on the recent damage
- To receive an update on the commercial strategy and agree any necessary action

08/17 CCLA Local Government Property Fund

- To agree a response to the suitability audit deferred from the last Committee meeting

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An extract of the minutes from 6th April are below:-

Cllr Cole suggested that a standard portfolio with investment preferences based on risk type should have been provided by the CCLA.

*It was **PROPOSED** by Cllr Freeman and seconded by Cllr Reynolds to defer this item until the CCLA had been asked to provide a standard portfolio with investment preferences based on the Town Council's risk type.*

Vote:

Unanimous

09/17 Old Council Building

- To consider the requests from the potential new tenant (first two items deferred from the last Committee meeting):-
 - To continue the fencing around the building to separate the area from the Sports Field
 - To clear the space to the side of the building and create a parking space next to the building (to be used weather permitting)
 - To agree which party will draw up the lease agreement

An extract of the minutes from 6th April are below:-

The two items above were considered together.

*It was **PROPOSED** by Cllr Freeman and seconded by Cllr Reynolds to defer these requests until a site plan had been received regarding the area to be fenced along with details on the additional parking were received. The Clerk to ascertain what hours the parking would be required and by how many vehicles.*

Vote:

Unanimous.

10/17 Amendment to the Financial Regulations adopted 12th May 2016

- To consider an amendment to the regulations and make recommendation to Full Council

11/17 Review of the Reserves and Virement Policy adopted 2nd June 2016

- To review the policy at the request of Cllr Reynolds regarding "Authorisation" and make recommendation to Full Council.
The use of the words "absolute majority" could be misleading and should be altered to just a "majority" decision.

12/17 IT System Security

- To consider the recommendations from the IT Contractor with regard to system security

13/17 Training

- To review the Council's training statement of intent, make any amendments necessary and make a recommendation to Full Council
- To consider the request from the Clerk for two days on site Health and Safety training from the Council's Health and Safety contractor



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- 14/17** The Committee 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 matters.
- 15/17** **Violence and Bullying at Work Policy**
- To undertake an annual review of the results and make recommendation to Full Council
- 16/17** To receive a verbal update on the staffing structure and agree any necessary action
- 17/17** The Committee is asked to **RESOLVE** to permit the press and public to return to the meeting under the **Public Bodies (Admission to Meetings) Act 1960**

