

**MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING
HELD ON 9 FEBRUARY 2017 AT BANSONS**

Present: C. Feetham (chair) J. Bicknell D. Birch
P. Bolden M.Dadd* J. Devonald
B. Freeman L. Mendoza* B. Vaz*
J. Reynolds

*Non committee members

Officers: A Middlehurst (Town Clerk), E Gough (Administrative Assistant)
Public: Two member of the public

107/16 Apologies for absence

Apologies were received from Cllr Browning.

108/16 Declaration of Interests

Cllrs Bolden and Reynolds declared a non-pecuniary interest in Item 114/16

109/16 Public participation session with respect to items previously notified to the Clerk.

One member of the public addressed the committee in support of Item 113/16.

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

The minutes were agreed as a true record and signed by the Chairman.

111/16 Clerk's Report

Chapel

The Council's solicitor has been instructed to prepare the Statutory Declaration regarding ownership of the Chapel.

Emergency Plan

The Plan was updated in January 2017 and the new version of the amended pages are enclosed.

Love Lane office

At the Finance and Human Resources committee meeting on 5 January 2017 the committee discussed recent repairs at the old Council offices. Staff have now inspected the work and found it to be satisfactory.

The estate agent has been instructed to market the offices as agreed at the meeting on 5 January.

Remote access and Councillor .gov email accounts

At the Finance and Human Resources committee meeting on 5 January 2017 the committee discussed providing remote access for Councillors.

Full Council set a budget of £1200 at the meeting on 26 January 2017.

Website

At the Finance and Human Resources committee meeting on 5 January 2017 the committee recommended to Full Council to set a budget for a new website.

At the Full Council meeting on 26 January 2017 a budget of £1500 was agreed for a new website.

Bansons (Council offices)

A request to receive the freehold for Bansons has been submitted to EFDC.

112/16 Finance Reporting

- The bank reconciliation for December 2016 was noted.
- The payments over £100 for December 2016 were noted.

113/16 Mini Bus

- The budget as at 31 January 2017 was received and noted.
- A commercial strategy for the mini bus was considered.

It was **PROPOSED** by Cllr Feetham and seconded by Cllr Birch to recommend to Full Council to evaluate in three months while the Clerk meets with users to review costs.

Vote:

Unanimous

It was **PROPOSED** by Cllr Devonald and seconded by Cllr Bicknell to advertise for volunteer drivers to enable more groups to use the mini bus.

Vote:

5 for

1 abstention

114/16 Preferred Suppliers

The current preferred supplier list was reviewed. Councillors requested that the Clerk update suppliers' details and re-issue as soon as possible.

115/16 Grievance Policy

It was **PROPOSED** by Cllr Reynolds and seconded by Cllr Birch that the Grievance Policy remain unchanged as adopted at Full Council on 12 January 2017.

Vote:

6 for

1 against

116/16 Discipline procedure

It was **PROPOSED** by Cllr Reynolds and seconded by Cllr Bicknell that the Discipline procedure remain unchanged as adopted at Full Council on 7 July 2016.

Vote:

6 for

1 against

117/16 Health and safety

A report from the Council's appointed contractor's visit was received and noted.

118/16 Council 50 year plan

It was **PROPOSED** by Cllr Birch and seconded by Cllr Reynolds that the Council review the plan in six months taking into consideration any items that have been identified.

Vote:

Unanimous

119/16 Recommendations from Open Spaces committee

- To amend the Cemetery Rules and Regulations and make a recommendation to Full Council

It was **PROPOSED** by Cllr Birch and seconded by Cllr Bicknell to recommend to Full Council to adopt the amended Cemetery Rules and Regulations.

Vote:

Unanimous

- To consider the draft grave digging pro-forma and make a recommendation to Full Council

It was **PROPOSED** by Cllr Bicknell and seconded by Cllr Freeman to recommend to Full Council to adopt the draft grave digging pro-forma for the contract grave digger.

Vote:

Unanimous

- To consider the draft Cemetery Risk Assessment and make a recommendation to Full Council

It was **PROPOSED** by Cllr Freeman and seconded by Cllr Birch to recommend to Full Council to adopt the draft Cemetery Risk Assessment.

Vote:

Unanimous

120/16 Love Lane repairs

It was **PROPOSED** by Cllr Feetham and seconded by Cllr Birch to defer this item pending the Clerk obtaining advice from the Council's insurance company.

Vote:

Unanimous

121/16 Training

Received and noted - the training budget for 2016/17 and 2017/18.

Received and noted - the information on the training records for Councillors and staff for 2017.

After consideration it was **PROPOSED** by Cllr Birch and seconded by Cllr Devonald that EALC deliver a tailored training session for Councillors at Bansons.

Vote:

Unanimous

The meeting closed at 9.10pm

Signed

Date