

**MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING  
HELD ON 7PM 1<sup>st</sup> JUNE 2017 AT BANSONS**

Present: C. Feetham (chair) J. Bicknell J. Browning  
S. Cole B. Freeman L. Mendoza  
J. Reynolds B. Vaz

\*Non committee members

Officers: A Middlehurst (Town Clerk)  
Public: Two members of the public & one member of the press

**01/17 Apologies for absence**

None received.

**02/17 Declaration of Interests**

None received.

**03/17 Public participation session with respect to items previously notified to the Clerk.**

None received.

**04/17 To agree the minutes of the Finance and Human Resources committee meeting held on 6<sup>th</sup> April 2017.**

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

**05/17 Clerk's Report**

**Freehold of Bansons**

The Clerk has chased EFDC with regard to the possibility of transferring the freehold.

**06/17 Finance Reporting**

- The bank reconciliation for March and April 2017 were noted.
- The payments over £100 for March and April 2017 were noted.

**07/17 Mini Bus**

- The budget as at 31<sup>st</sup> March 2017 was received and noted.
- The report with regard to the recent damage was received and noted.
- To receive an update on the commercial strategy and agree any necessary action

A list of the proposed bookings made by users up to the end of September was circulated. The Committee considered the usage and costs incurred and the agreement from Chipping Ongar Primary School as the main user to pay £1.50 per mile.

Cllr Birch proposed that the new charge of £1.50 per mile be recommended to Full Council. Seconded Cllr Bicknell

Vote:-

6 in favour

1 against

### **08/17 CCLA Local Government Property Fund**

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

Following discussion, Cllr Browning proposed that this item be deferred while full information on the fund and all background information was considered. Seconded Cllr Cole.

Vote:

8 in favour

1 abstention

### **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

The Clerk reported that since the agenda had been issued, the potential new tenants would not be continuing with the proposed lease as the Committee had not agreed in time on the parking request. The agent had been asked to remarket the property. The Clerk requested that the Committee consider a remit for the building and look to delegate the negotiation to the office in order to not lose any future tenants.

Cllr Browning proposed that the office be marketed with two allocated spaces next to the building and any negotiation to secure tenants be delegated to the Clerk in conjunction with Cllrs Browning and Birch. Seconded Cllr Feetham.

Vote:

7 in favour

1 against

### **10/17 Amendment to the Financial Regulations adopted 12<sup>th</sup> May 2016**

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

The Clerk recommended that the Committee consider the following amendments:-

#### **Section 3 Budgetary Control**

Suggested wording for new item:-

If a committee wishes to incur expenditure which cannot be met from the amount provided under the appropriate budget heading then it may make a virement from another heading under its control. If the committee does not wish or is not able to make a virement then it must submit a request with supporting information to the Finance and HR Committee for a supplementary estimate, the costs to be met from the Council's resources.

3.5 currently reads:-

Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless recommended by relevant committee and approved by resolution of the Council. Credit balances will be returned to General Reserves.

Suggested additional wording:-

The emergency Community Grant budget will automatically be carried forward as an earmarked reserve.

Cllr Reynolds proposed to accept the suggested amendments. Seconded Cllr Freeman.

Vote: Unanimous

**11/17 Review of the Reserves and Virement Policy adopted 2<sup>nd</sup> 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.

Cllr Reynolds proposed to accept the suggested amendments. Seconded Cllr Browning.

Vote: Unanimous

**12/17 IT System Security**

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

The recommendations were considered by the Committee. The Clerk was asked to confirm that a daily backup of the system takes place.

Cllr Browning proposed not to accept the recommendations. Seconded Cllr Bicknell.

Vote: Unanimous

**13/17 Training**

- To review the Council's training statement of intent, make any amendments necessary and make a recommendation to Full Council

The statement was reviewed by the Committee.

Cllr Cole proposed that an additional paragraph be included:-

All proposed staff training to be authorised with justification by Committee.

Seconded Cllr Freeman.

Vote: Unanimous

- To consider the request from the Clerk for two days on site Health and Safety training from the Council's Health and Safety contractor

The Clerk reported that the Deputy Clerk position had historically covered the Health and Safety role for the Council and had received training during previous years. The Clerk could not take responsibility for the Health and Safety of the Council without training

Cllr Cole requested what qualification would be achieved from the training and he also felt it was very expensive.

Cllr Bicknell requested that more members of staff be included in the training.

Cllr Feetham proposed to defer this item to the next meeting while information was sought on the detail. A seconder was not received.

Cllr Birch proposed that he and Cllr Cole review what the training would entail and refer back to the next meeting if necessary. Seconded Cllr Freeman.

Vote: Unanimous

**17/17 The Council RESOLVED to permit the press and public to return to the meeting under the Public Bodies (Admission to Meetings) Act 1960**

The meeting closed at 8.55pm

Signed .....

Date .....