Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

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Mayor Cllr. Garry Shortland Interim Town Clerk Nick Randle

COUNCIL MINUTES

Minutes of the Finance & Personnel Committee meeting of Chard Town Council held on Monday 18th March 2019 in the Town Hall, Guildhall at 7.30 pm

PRESENT – Councillors Warwick (Chair), Mrs Dowell, Kenton, Mrs Kenton, Williams, Shortland, Eggins, Baker, and Mrs. Morrison.

In Attendance: Nick Randle – Interim Town Clerk and Tracy Lamb – Deputy Town Clerk/RFO

There were No #1 members of the public and No #0 members of the press present

The meeting started at 7.30 pm

PUBLIC PARTICIPATION

None

2019/20. Apologies for absence and to consider whether to approve reasons given. LGA 1972 s85(1).

Apologies have been received from:

Cllr Bulmer	- Holiday
Cllr Carnell	- Business Commitment

Cllr O'Brien has requested dispensation to not attend any further meetings during this term of office

Resolved - to accept the apologies and approve the reasons given and to give dispensation to Cllr Obrien

2019/21. Declarations of Interest on items on the Agenda - Members to declare any interests they may have in agenda items that accord with the requirements of the Local Authorities (Model Code of Conduct) Order 2007 SI No.1159. (NB this does not preclude any later declarations)

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Baker	√		#2019/30	Chair of Carnival committee
Mrs Kenton	√		#2019/30	Member of Carnival club

2019/22. To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted. Public Bodies [Admission to Meetings] Act 1960

Proposed: Cllr. Baker Seconded: Cllr. Warwick

Agreed Unanimously

Resolved - That owing to the confidential nature of the item the public, including the press, should be excluded from the meeting when Agenda Items #2019/30 Finance bad debts, and #2019/32 Contractual Pay Increases are discussed

2019/23. Finance & Personnel Committee Meeting - Minutes - To confirm and sign the minutes of the previous Meetings held on Monday 14th January 2019. LGA 1972, Sch 12 para 41(1). and 21st January 2019

Proposed: Cllr. Mrs Morrison Seconded: Cllr. Shortland

Agreed Unanimously

Resolved - that the minutes of the Finance & Personnel Committee Meetings held on Monday 14th January 2019 and 21st January 2019 be signed as a correct record

The chairman signed the minutes

2019/24 Interim Town Clerk - To formally confirm the appointment of Nick Randle of LGRC Associates Ltd. to act as Interim Town Clerk and Proper Officer on terms defined in the contract dated 16th January 2019

Proposed: Cllr. Mrs Dowell Seconded: Cllr. Mrs Kenton

For: 8 Abstained: 1

Resolved – To recommend to Full Town Council the appointment of Nick Randle of LGRC Associates Ltd. to act as Interim Town Clerk and Proper Officer

2019/25 Reception Services - To consider and approve ongoing arrangements for reception services (verbal report)

Proposed: Cllr. Baker Seconded: Cllr. Mrs Morrison

Agreed Unanimously

Resolved – to extend the working hours of the officer covering reception in the mornings for one hour. For the desk to be covered by administration staff in the afternoons. To be in place for a 6-month period pending a review

2019/26. Town Clerk's Report – to receive and note update from Town Clerk.

Thanks, were given to the eight councillors who had replied to the prioritisation of the tasks on the Action Review Summary. The top 10 already all have ongoing action being taken. The prioritised list would be used to focus and address as many as possible during the next few weeks.

Members were also advised of two proposed workshops, the first to be on 1st June for Member training and the second on 13th July for strategic planning

Mrs Bates entered the meeting and sat as a member of the public having not yet taken her seat as Councillor

2019/27. Finance - Town Council Year 2018/2019 Year to Date Budget - to review the income and expenditure and Balance Sheet report (report to follow) Account & Audit Regulations 2011

RESOLVED – To receive and note the report

2019/28. Finance - Accounts for Payment - to review and approve items of expenditure – cheque signatories to be agreed (report to follow)

Proposed: Cllr. Shortland Seconded: Cllr. Mrs Morrison

Agreed Unanimously

Resolved – to approve the accounts for payment, cheque signatories to be Cllr Baker and Cllr Mrs Kenton, with further details of the payment for occupational health to be given during confidential session.

2019/29. Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments for December 2018 (report attached)

RESOLVED – To receive and note the report and approve the payments

2019/31. To approve the Process for recruitment of the Town Clerk (report attached).

Proposed: Cllr. Shortland Seconded: Cllr. Mrs Morrison

Agreed Unanimously

Resolved - To approve the Process for recruitment of the Town Clerk

Members took a vote on Mrs Bates being able to stay in the meeting, but not take part, during the confidential items

For: 8 Abstained: 1

2019/32 In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of these items (Agenda Item #2019/22 above refers)

2019/28 Finance - The Interim Town Clerk gave details relating to the occupation health cheque payment.

2019/30. Finance – to give authority to write off bad debts at the Year End or issue proceedings in the County Court (report to follow)

Cllr Shortland declared a personal interest due to being the president of the Carnival Committee

Proposed: Cllr Mrs Morrison Seconded: Cllr. Baker
Agreed Unanimously

Resolved – To write off the debts listed with one debt carried over (as per confidential minutes) to allow the group to consider the service provided.

Contractual Pay Increases – to receive and note the contractual incremental pay rises, within the Council's approved pay scales, with effect from 1st April 2019 (report to follow).

Cllr Mrs Morrison left the meeting

Proposed: Cllr. Baker Seconded: Cllr. Mrs Kenton
Agreed Unanimously

Contractual Pay Increases – following the Interim Town Clerks report to receive and note the contractual incremental pay rises, within the Council's approved pay scales, with effect from 1st April 2019.

To defer consideration of one salary recommendation pending a written report to full council.

There being no further business the meeting finished at 8:58 pm

Committee Members: Councillors Warwick, Bulmer, Mrs. Kenton, Mrs. Morrison, Mrs. Dowell, Kenton, Baker, Shortland, Carnell, Eggins, Williams and O'Brien