Chard Town Council

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

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Mayor Cllr. Garry Shortland Deputy Town Clerk/RFO Tracy Lamb

COUNCIL MINUTES

Minutes of the Finance & Personnel Committee meeting of Chard Town Council held on Monday 19th November 2018 in the Town Hall, Guildhall at 7.30 pm

PRESENT – Councillors Shortland (Chair), Warwick, Baker, Carnell, Bulmer and Mrs. Morrison.

In Attendance: Tracy Lamb – Deputy Town Clerk/RFO

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

The meeting started at 7.30 pm

PUBLIC PARTICIPATION

None

2018-19/42.
Apologies for absence and to consider whether to approve reasons given.
LGA 1972 s85(1).

Apologies have been received from:

Cllr O'Brien	- Prior Commitment
Cllr Mrs Orchard	- Illness
Cllr Kenton	- Holiday
Cllr Mrs Kenton	- Holiday
Cllr Mrs Dowell	- Holiday
Cllr Orchard	- Family Commitment

Resolved - to accept the apologies and approve the reasons given

2018-19/43.
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	√	√	#2018-19/50	Cheque payable to himself

2018-19/44.
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. Bulmer Seconded: Cllr. Mrs Morrison

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 Item #2018-19/53 (Staff in Confidence) is discussed

2018-19/45.
Finance & Personnel Committee Meeting - Minutes - To confirm and sign the minutes of the previous Meeting held on Monday 17th September 2018. LGA 1972, Sch 12 para 41(1).

Proposed: Cllr. Morrison Seconded: Cllr. Bulmer

Agreed Unanimously

RESOLVED – that the minutes of the Finance & Personnel Committee Meeting held on Monday 17th September 2018 be signed as a correct record

The Chairman signed the minutes.

2018-19-46. Election of Chairman to the Finance & Personnel Committee and member of the Personnel Sub Committee following the resignation from the posts by Cllr Mrs. Kenton

Cllr Mrs Morrison was nominated, there being no seconder for the proposal the nomination failed.

Cllr Warwick was nominated and accepted the nomination

Proposed: Cllr. Carnell Seconded: Cllr. Baker

For: 4 Abstained: 2

RESOLVED – That Cllr Warwick is appointed as Chair of the Finance & Personnel committee and is also appointed as a member of the Personnel Sub Committee in place of Cllr. Mrs Kenton

Cllr Warwick took chairmanship of the meeting

2018-19/47. Action Review Summary - to receive and note the Outstanding Action Review Summary (report attached).

RESOLVED – to receive and note the report

2018-19/48. Town Clerk's Report – to receive and note update from Town Clerk.

The proper officer confirmed the date of an extraordinary Full Town Council meeting to be held on 7th December following the resignation of the Clerk.

The proper officer notified members that sadly one of the silhouettes for the remembrance has gone missing.

2018-19/49. Finance - Town Council Year 2018/2019 Year to Date Budget - to review the income and expenditure and Balance Sheet report Account & Audit Regulations 2011

RESOLVED – to note the year to date expenditure and balance sheet

2018-19/50. Finance - Accounts for Payment - to review and approve items of expenditure – cheque signatories to be Cllr Mrs. Morrison & Cllr Mrs. Wyatt

Proposed: Cllr. Shortland Seconded: Cllr. Warwick

For: 5 Abstained: 1

Resolved - To approve the accounts for payment and for Cllr Shortland to be cheque signatory in place of Cllr Mrs Wyatt.

2018-19/51. Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments for October 2018

RESOLVED – To receive and note the report

2018-19/52. Policy – to receive and approve the amended Employee Handbook

Members debated moving the staff smoking area currently by the café area to the Watts Store area.

Members discussed referring the handbook to Full Town Council. The Proper Officer advised members that the Finance & Personnel committee had the powers and duties under the Scheme of delegation to determine all personnel matters, with the Personnel

sub-committee including the responsibility to make recommendation to the Finance & Personnel committee with regards to the maintenance of the Employee Handbook.

Proposed: Cllr. Carnell Seconded: Cllr. Baker

Agreed Unanimously

Resolved – to refer the Employee Handbook to Full Town Council for approval.

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 #2018-19/44 above refers)

2018-19/53.

Staff in Confidence

1) To receive and note the minutes of the November Personnel Sub Committee meeting

Noted

There being no further business the meeting finished at 8:10 pm

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