

# WOTTON-UNDER-EDGE TOWN COUNCIL



**DRAFT** Minutes of the **FINANCE & SPECIAL PURPOSES COMMITTEE** of 18<sup>th</sup> January 2017 at 10am in the Committee Room at the Civic Centre.

Present: Cllrs T Luker (Chair), John Cordwell, June Cordwell from (10.10), R Claydon  
Town Clerk: Ms S Bailey

1. **Apologies for Absence** accepted from Cllr P Smith
2. **Declarations of Interest** none
3. **Approval of Minutes of Finance & Special Purposes Committee** of November 2016; it was proposed by Cllr R Claydon and seconded by Cllr John Cordwell and agreed all in favour to approve these Minutes.
4. **Chipping Club Room takeover 31st March 2015:** To consider funds residue request for clarification from former Trustees after complaint received. To agree amount held earmarked for elderly activities. Exact costs were provided for essential safety works undertaken to the Chipping Club Room of £316 for emergency lighting installation, £20 signage of the same, and installation of rear gate for emergency access of £180, thus totalling £516. The amount transferred to the Town Trust from the former Trustees was £1520, thus £1004 remains in funds earmarked for the elderly. The grant application from the British School for elderly luncheon activities was further clarified by the provision of a breakdown for the request of £500. After consideration of the costs of providing these refreshments, it was proposed by Cllr R Claydon, seconded by Cllr John Cordwell and agreed by all to approve a grant of £250 which covers the consumables and caretaking costs. The Earmarked funds available thus for elderly activities now totals £754. The above will be ratified at the next Town Council meeting in February 2017.
5. **Renewal of various Policies /Procedures** after 2 years & previous review date:

Standing Orders	Dec 14
b) Remit of Committees	Dec 14
c) Model Publications Scheme	Feb 14
d) CCTV policy	Feb 14
e) Media Policy	Feb 14
f) Grants Policy	Jan 14
g) Complaints Procedure	Jan 14
h) Adverse Weather policy	Dec 14
i) Dignity at Work Policy	March 15
j) Internet/Email Policy	March 15
k) Grievance Procedure	March 15
l) Disciplinary Procedure	March 15
m) Training Policy	March 15
n) Health & Safety Policy	May 15

All of the above policies were considered and discussed individually, resulting in various amendments to be proposed for renewal to full council in February.

*It was proposed by Cllr John Cordwell and seconded Cllr June Cordwell, agreed by all, to enter closed session due to confidential nature of staffing matters, under Public Bodies (Admission to Meetings) Act 1960.*

**6. Staffing Matters:**

a) To report on administrator staff appraisal feedback. The feedback was late taking place due to illness & injury, but was satisfactory and best wishes were expressed for a speedy recovery. The Committee noted that the absence continues to put a strain on staffing resources, and recommended that the Clubs & Groups Fair due to take place in May is postponed until Autumn.

b) To consider contract changes for caretaker and information officer to take account of irregular hours worked to make holiday pay clearer to calculate. Also, the caretaker now has duties of toilet locking and bus shelter cleaning previously done by Veolia. Due to duties of continued extra cover, it is recommended that the Information Officer's revised contract awaits a return to regular patterns before amending. After discussion of expansion of caretaking duties and overtime explanations, it is recommended that the contract is amended to an extra two hours in summertime but remains at ten hours in winter. A spreadsheet is available from SLCC for irregular holiday calculations and this will be used as a trial.

c) To note that there was no contract for the cleaner (2 hours per week for 25 years) now rectified. Noted, and suggested that years worked are likely to be more than 30.

Meeting finished at 11.50am

Signed .....

Date .....