

# WOTTON-UNDER-EDGE TOWN COUNCIL



Minutes of the **FINANCE & SPECIAL PURPOSES COMMITTEE** held on **Tuesday 24<sup>th</sup> February 2015 at 10:30am** in the Committee Room at the Civic Centre. Present Cllrs R Claydon (Chair), John Cordwell, June Cordwell, Chris Galbraith & P Smith  
*Town Clerk Ms S Bailey*

1. **Apologies for Absence** none
2. **Declarations of Interest.** Councillors are invited to declare any interests arising from items on the agenda. He/she should declare the existence and nature of the interest at this point, or as soon as it becomes apparent. None declared.
3. **Approval of Minutes of Special Purposes Committee** of Friday 28th November 2014 ; it was proposed by Cllr John Cordwell and seconded by Cllr Chris Galbraith and agreed by all to approve these Minutes as presented
4. **To consider whether Council should apply for NALC Quality Council Status Foundation Level** – backing paper. Cost would be £100 to the Council, and likened to Kitemark status for Parish and Town Councils. After discussion of the merits of the Council showing that it complies with a set standard of governance, it was proposed by Cllr June Cordwell and seconded by Cllr John Cordwell and agreed by all to suggest that Council approves the £100 cost and applies for Quality Status Foundation Level – and then future awards can be considered when possible.
5. **To consider the following new/updated Council Policies /Procedures as recommended by NALC/SLCC and suggest their adoption to Full Council** – all backing papers
  - **Equal Opportunities Policy.** After a few minor changes to the SLCC model document, and a request that the same disclaimer appears at the bottom of all agendas (to refer to the Equal Opportunities Policy when approved) it was proposed by Cllr June Cordwell and seconded by Cllr John Cordwell to suggest its adoption at the March 2015 Council meeting, agreed all in favour.
  - **Training Policy & Training Register.** After a suggestion to keep the register by Calendar and not Financial Year, and to include any District / County Councillor training (when the Clerk is advised of such) it was proposed by Cllr P Smith and seconded by Cllr Chris Galbraith to suggest its adoption at the March 2015 Council meeting, agreed all in favour.
  - **Disciplinary Procedure.** After a few changes to the SLCC model document, and a request that we investigate the introduction of an email and internet policy in order to assess confidentiality, it was proposed by Cllr John Cordwell and seconded by Cllr Chris Galbraith to suggest its adoption at the March 2015 Council meeting, agreed all in favour. It was also requested that advice is sought on the correct procedure for immediate suspension

and what body is allowed to perform this as the model policy is not clear.

- Grievance Procedure. After a few minor changes to the SLCC model document, it was proposed by Cllr June Cordwell and seconded by Cllr P Smith to suggest its adoption at the March 2015 Council meeting, agreed all in favour.  
*Cllr June Cordwell left the meeting at 11:55am*
- Dignity at Work, Bullying & Harassment Policy. After a few minor changes to the SLCC model document, it was proposed by Cllr P Smith and seconded by Cllr Chris Galbraith to suggest its adoption at the March 2015 Council meeting, agreed all in favour.
- Health & Safety Policy After a few minor changes to the WTC existing policy from 2008, it was proposed by Cllr Chris Galbraith and seconded by Cllr John Cordwell to suggest its adoption at the March 2015 Council meeting, agreed all in favour.
- 2014/2015 Town Council Action Plan After a few minor changes to the text of the plan, it was proposed by Cllr R Claydon and seconded by Cllr P Smith to suggest its approval at the March 2015 Council meeting, agreed all in favour.

Meeting finished at 12:15pm

Signed .....

Date .....