

WOTTON-UNDER-EDGE TOWN COUNCIL



DRAFT Minutes of the **FINANCE & SPECIAL PURPOSES COMMITTEE** of **Friday 1st June 2018** at **11am** in the Committee Room at the Civic Centre.

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

1. **Apologies for Absence** all present
2. **Declarations of Interest or Dispensations** none
3. **Public Forum** no public
4. **To approve Minutes** of Finance & Special Purposes Committee of 9th March 2018.
Proposed by Cllr Claydon, seconded by Cllr Smith, agreed all in favour to approve these Minutes.
5. **Renewals/Updates of Policies /Procedures**
 - a) Dispensation Requests – to agree model template for requests. After discussion of the detail contained in the proposed template document, and noting that if the Code of Conduct changes then the template needs also to be updated, it was proposed by Cllr R Claydon, seconded by Cllr P Smith, agreed 2 in favour with 3 abstentions to propose that Council adopts this Dispensation Request template. Motion carried.
 - b) Standing Orders – to compare new model regulations with existing & provide recommendations to Council. Cllr R Claydon was thanked for providing an initial comprehensive comparison between WTC existing Standing Orders and the new model NALC ones. After analysing the 27 pages in detail and discussing proposed modifications, it was proposed by Cllr R Claydon, seconded by Cllr T Luker and agreed all in favour to propose that these updates are adopted by council.
 - c) Code of Conduct – to receive update following the recent meeting with SDC Monitoring Officer. Cllrs R Claydon, P Smith and the Clerk attended a meeting on 2nd May at SDC offices with Mrs K Trickey the Monitoring Officer to discuss the recent complaints against some Wotton Town Councillors and to discuss Wotton's current Code. Mrs Trickey will meet with the complainant shortly to give updates on the situation. Mrs Trickey suggested that the Wotton Code which used to follow closely the SDC Code was slightly different due to SDC changing its Code with WTC unaware of this. This may be leading to differences in interpretation, and although she appreciated that WTC has endeavoured to change its Code to make it clearer, she suggested some work is done by her to further improve its clarity and interpretation - with a cost to WTC of up to £500.
6. **GDPR** - To look at implementation of new GDPR regulations and note that the new Act removes requirement to appoint Data Protection Officer for parishes. To consider how the workload can be tackled – SLCC explanatory brief checklist provided as guidance. Clerk explained that new documents and policies will be needed (approximately 14 likely) and that these have been downloaded and initially annotated for use at WTC. A cross reference with NALC's recently suggested documents of a similar nature has not yet been done due to lack of time, however a working group of this Committee's councillors is recommended to go through all documents and policies needed, which can be suggested for adoption by Council. Date of Tuesday 19th June at 10am is arranged and Clerk will print and email all documents necessary.

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

7. Staffing Matters - To receive update on WTC staffing situation & consider requests therein.

a) Deputy Clerk. It was proposed by Cllr John Cordwell and seconded by Cllr June Cordwell and agreed by all that 2 weeks (56 hours) of compassionate leave are granted to the Deputy Clerk to cover family hospital arrangements.

b) Buildings Manager. It was proposed by Cllr R Claydon and seconded by Cllr John Cordwell and agreed by all that a resumption to firefighting duties is requested and noted however that, due to concerns, the Town Council will review the situation after 6 months of active operation. Furthermore the Clerk is requested to investigate accident/illness cover via Council's insurance company. It is also requested that the NEBOSH qualification, commenced 16 months ago, is completed within 12 months.

The Clerk left the room for the following item

c) Clerk. It was proposed by Cllr R Claydon and seconded by Cllr T Luker, and agreed by all, that the Clerk will be absent from Council from 25th June for 4 weeks.

The Clerk returned to the room

It was proposed by Cllr T Luker and seconded by Cllr June Cordwell, agreed by all, to exit closed session

Meeting finished at 1.25pm

Signed

Date

DRAFT