

WOTTON-UNDER-EDGE TOWN COUNCIL



Minutes of the **FINANCE & SPECIAL PURPOSES COMMITTEE** of 1st June 2016 at 10.30am in the Committee Room at the Civic Centre.

Present Cllrs P Smith(Chair), John Cordwell, June Cordwell (from 10.40), T Luker, R Claydon

Town Clerk: Ms S Bailey

1. **Apologies for Absence** none
2. **Declarations of Interest** none
3. **Approval of Minutes of Finance & Special Purposes Committee** of 19th February 2016; it was proposed by Cllr R Claydon and seconded by Cllr T Luker and agreed 3 in favour, 1 abstention, to approve these Minutes.
4.
 - a) **To consider panel response to Quality Council Status application** and the Clerk's suggested responses. Status application responses were discussed in detail and the Clerk's suggestions in a document were approved as an appropriate response to the comments and questions. It is suggested that the Clerk enquires about the costs of inserting a regular half page Mayor/Town Council update section in the Wotton Directory in order to satisfy the aspect of communicating with the electorate.
 - b) **To consider the draft Equality Policy** suggested after discussion of a) above and recommend approval to June Full Council if appropriate. The Committee discussed the Council's existing Equal Opportunities Policy (which is more relevant to staff and members) and the introduction of an Equality and Diversity Policy similar to that of a neighbouring council, and which is also appropriate for equal treatment of the public. After suggestions on alterations needed to both policies, it was agreed that both should be considered for approval at June's Town Council meeting.
 - c) **To consider introduction of an action plan** as suggested with timelines and budgets following the updated & now published Community Plan. Cllr R Claydon produced a draft action plan based on findings from the Community Plan research. After initial comments, it was agreed that this should be considered by the Regeneration Committee before going to Full Council.
5. To consider any **revisions needed to the Code of Conduct** and suggest its adoption at June Full Council. After discussions regarding clarification of the ability of a member with an interest to speak during public participation, suggestions were made to the current Code of Conduct which is recommended for adoption at the June Council meeting.
6. To consider any **revisions needed to burial regulations** and suggest its adoption at June Full Council. Minor suggestions regarding terminology were made and it was agreed to present the regulations to June council for updating.

Meeting finished at 11.45am

Signed

Date