

WOTTON-UNDER-EDGE TOWN COUNCIL



Minutes of the **FINANCE & SPECIAL PURPOSES COMMITTEE** of **Tuesday 16th June 2015** at 1:30pm in the Committee Room at the Civic Centre. Present Cllrs P Smith(Chair), R Claydon, John Cordwell, & T Luker
Town Clerk Ms S Bailey

1. **Apologies for Absence** Cllr June Cordwell
2. **Declarations of Interest** none
3. **Approval of Minutes of Special Purposes Committee** of Tuesday 24th February 2015; it was proposed by Cllr R Claydon and seconded by Cllr John Cordwell and agreed by all to approve these Minutes as presented
4. **To discuss caretaking duties at council facilities & to consider any amendments needed** A confidential backing document relating to current staffing matters was circulated to Councillors prior to the meeting. A discussion thus followed on how the Council could obtain better value by redefining the current job description. The Clerk is asked to reproduce the current contract with amendments as discussed before consultation commences with the current postholder.
5. **To consider if WTC Financial Regulations (last approved July 14) need updating after NALC guideline regulations published Oct 14** A draft updated Financial Regulations document was distributed to Councillors ahead of the meeting showing the few differences between the NALC document and our regulations. After discussion of a few areas, the Clerk was asked to incorporate the revisions and submit the final updated version to the July Council meeting for approval. It is also requested that the Clerk makes any necessary changes to Standing Orders as a result of these changes, and reports them to Council

Meeting finished at 2.45pm

Signed

Date