 **Wotton-under-Edge Town Council**

**DRAFT** Minutes of the **FINANCE & SPECIAL PURPOSES COMMITTEE** of **7th January 2020** at the Civic Centre, Wotton, 5.30pm.

Present: Cllrs R Claydon (Chair), T Luker, N Pinnegar, 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 June 2018. Proposed by Cllr June Cordwell, seconded by Cllr T Luker, agreed 4 in favour, 1 abstention, to approve these Minutes.

**5. Renewal of Policies**

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|  | *Policy* | *Current Review due date* |
| *1* | *Model Publication Scheme* | *Feb 19* |
| *2* | *CCTV Policy* | *Feb 19* |
| *3* | *Media Policy* | *Feb 19* |
| *4* | *Grant Policy* | *Feb 19* |
| *5* | *Complaints Procedure* | *Feb 19* |
| *6* | *Dignity at Work Policy* | *Feb 19* |
| *7* | *Internet Email Policy* | *Feb 19* |
| *8* | *Grievance Procedure* | *Feb 19* |
| *9* | *Disciplinary Procedure* | *Feb 19* |
| *10* | *Equal Opportunities Policy* | *Feb 19* |
| *11* | *Equality & Diversity Policy* | *Feb 19* |
| *12* | *Training Policy* | *Feb 19* |
| *13* | *Health & Safety Policy* | *Oct 19* |
| *14* | *Adverse Weather policy* | *Apr 19* |
| *15* | *Town Crest Policy* | *Apr 19* |

All of the policies above were studied in detail and amendments/improvements suggested as appropriate. It was proposed by Cllr R Claydon and seconded by Cllr John Cordwell that these policy revisions are proposed to be approved by Council in January 2020, agreed by all.

*It was proposed to enter closed session, agreed by all, due to confidential nature of staffing matters & contractual matters, under Public Bodies (Admission to Meetings) Act 1960.*

**6. Closed Session items:**

**a) To consider quotations for electric reception doors to civic centre.** A document was prepared by the Clerk which analysed 5 different quotations obtained over past 9 months, and the various previous deliberations by Council. It was proposed by Cllr John Cordwell, seconded by Cllr T Luker, and agreed by all, that Alfram is the suggested proposed contractor to be approved by Council to undertake the works due to competitive pricing, and good service in relation to responses to questions and information provision. Clerk is requested to also enquire about the BSEN of locking system and the battery backup in power failure.

**b) To consider proposals to reorganise main office/CAB/OSS working arrangements.** A detailed document was prepared by the Clerk outlining the merits of moving the One Stop Shop to the main Council Office in the Civic Centre (and renting out the OSS space commercially for income), and then reorganising the council administrational office space to incorporate the largely redundant help suite rooms. The CAB would still have use of one room, as this is an important service to the public. This would provide improved usage of council assets, and income to the council, and synergy amongst staff & better working capabilities, including cover for OSS. Some professional advice has already been obtained to support preliminary investigations. Costings would need to be developed further, however the project would pay for itself within two years, and lead to improved staffing and facilities.

It was proposed by Cllr T Luker, seconded by Cllr N Pinnegar, and agreed by all, that this proposal is suggested for approval by Council as soon as possible.

**c) To consider alterations to staffing arrangements.** A document was prepared by the Clerk giving feedback on recent staffing reviews, and incorporating proposals for reorganisation of some staffing hours and adding a new staff member in due course. After much discussion, and concerns about not increasing the budget for staffing any further, it was proposed by Cllr John Cordwell, seconded by Cllr T Luker, and agreed by all, that detail/feedback of some aspects of this proposal are considered by certain staff members and that this staffing proposal is suggested for approval by Council to work in conjunction with the office reorganisation proposals above.

Meeting finished at 8.30pm

Signed ……………………………………………..

Date ……………………………………………..