



**Approved minutes of a meeting of the Finance and Management committee held on
Monday 11th November 2019**

Committee objectives for 2019/20

- Training Chair of Finance and Management for 2019/20
- Completion of legal works (Market House / **Fairfield Ownership / Fairfield bequest**)
- **Implementation of Disaster Recovery Plan**

Present: Judi Morison (Chair), Justin Birch, Philippa Biddlecombe, Bob Gilbey, Penny Steiner and Nick Weeks

Clerk: Zöe Godden

There were no members of the public present at the start of the meeting.

The meeting started at 18:30.

F040 Apologies for absence

Apologies had been received from Pek Peppin and Margaret Bebbington.

F041 Declaration of interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Councils Code of Conduct, and to note the grant of dispensations made by the town clerk in relation to the business of this meeting.

There were no declarations of interest.

F042 To approve the minutes of the Finance and Management meeting held on 14th October 2019

RESOLVED: It was proposed and agreed to approve the minutes as presented.
Four votes in favour; Justin Birch abstained from voting as he had not been present at the previous meeting and asked for this to be recorded in the minutes.

F043 To note that debit cards have been received by the Town Clerk and Deputy Town Clerk, meaning that both can now access the Barclays bank accounts online.

Noted.

F044 To consider a draft Full Council budget for 2020-21, excluding salaries (see agenda item F049), and agree any amendments.
Councillors examined the draft budget.

RESOLVED: It was proposed and unanimously agreed to recommend the draft budget to the Full Council for approval, with the proviso that changes could be made once the Marketing and Communications and Properties and Infrastructure Committees had set their draft budgets.

F045 To hear an update on any progress with health and safety consultants. Councillors had had the opportunity to hear from a representative from a local Health and Safety consultant from Safety Wise Limited prior to the meeting. It was noted that Councillors had also heard from a representative from national Health and Safety company Ellis Whittam on 21st October. The Clerk had obtained quotes from Ellis Whittam, Safety Wise Limited and a third company called Peninsula. A summary of the services offered by each of these three companies and their charges had been distributed to Councillors in advance of the meeting. Councillors considered all of the information provided and felt that their preferred Health and Safety consultant would be Safety Wise Limited. The Clerk was instructed to obtain references from Safety Wise Limited.

Action 191111/1: Town Clerk

RESOLVED: It was proposed and agreed that, subject to satisfactory references, the Committee would recommend to the Full Council the appointment of Safety Wise Limited as the preferred Health and Safety advisor.

F046 Exclusion of Press and Public: To consider exemption of press and public for remainder of meeting under Public Bodies Admissions To Meetings Act 1960, Section 1 (2) on the grounds that discussion of the following business is likely to disclose confidential information.

RESOLVED: It was proposed and unanimously agreed to exclude the press and public for the remainder of the meeting.

F047 To hear an update on any progress with new leases or agreements between the Town Council and Market House tenants. The Clerk reported that the Council's solicitor was in the process of drawing up the relevant leases or agreements.

F048 To note that the Town Clerk's trial period has elapsed and that her appraisal has taken place; to consider recommending to the Full Council that the Town Clerk's contract is made permanent.

RESOLVED: It was proposed and agreed that the Committee would recommend to the Full Council that the Clerk's contract was made permanent.

F049 To consider proposed salaries for 2020-21. Councillors considered the proposed salaries for the Town Clerk, Deputy Town Clerk and Bookings and Promotions Manager.

RESOLVED: It was proposed and unanimously agreed to recommend the proposed salaries to the Full Council for approval.

The Committee extended thanks to the Deputy Town Clerk and Bookings and Promotions Manager for all their hard work during the year.

F050 To consider adopting proposed changes to the Maintenance Manager’s job description as a result of discussions between the Maintenance Manager and the Town Clerk.

The Clerk explained that all staff job descriptions had been reviewed as part of the annual appraisal process. It had been found that some tasks on the Maintenance Manager’s job description were carried out by other staff.

RESOLVED: It was proposed and unanimously agreed to amend the job description as presented.

F051: The date of the next Finance and Management Committee meeting will be Monday 16th December. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Thursday 5th December.

Noted.

The meeting ended at 19:20.

Approved as a correct record.....9th March 2020