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**MINUTES OF FINANCE AND MANAGEMENT COMMITTEE MEETING**

held on Monday 8<sup>th</sup> March 2021 at 7.00pm

**DUE TO THE CORONAVIRUS CRISIS, THIS MEETING WAS HELD USING ZOOM.**

**Present:** Judi Morison (Chair), Margaret Bebbington, Philippa Biddlecombe, Farès K Moussa and Penny Steiner.

**Clerk:** Lisa Davis

**No members of the public were present.**

**The meeting started at 19:00**

**2021**

**FO65 Apologies for absence**

Pek Peppin and Sally Snook had sent their apologies for being unable to attend.

**FO66 Declarations of personal or pecuniary interest (these must be declared BEFORE the agenda items concerned are discussed. Persons with a declared pecuniary interest must leave the meeting room when these are discussed).**

There were no declarations of interest.

**FO67 Minutes of Finance & Management Committee meeting of 8<sup>th</sup> February 2021**

**RESOLVED:** It was proposed and unanimously agreed that the minutes of the meeting of 8<sup>th</sup> February be approved, to be signed by the Chair at a later time.

**FO68 Action points from previous meetings:**

No update.

**FO69 Year to date budget report**

The year to date budget report to 28/02/2021 was reviewed.

**FO70 To review the Adverse Weather Policy and agree any changes required.**

**RESOLVED:** It was proposed and unanimously agreed that the Adverse Weather Policy is re-adopted with no amendments and to recommend it's approval at the next Full Council meeting on 15<sup>th</sup> March.

*Action 210308/1: Town Clerk*

**FO71 To review the Disciplinary Policy and Procedure and agree any changes required.**

**RESOLVED:** It was proposed and unanimously agreed that the Disciplinary Policy and Procedure is re-adopted with amendments and to recommend it's approval with amendments at the next Full Council meeting on 15<sup>th</sup> March.

*Action 210308/2: Town Clerk*

**FO72 To review the Staff Grievance Policy and agree any changes required.**

**RESOLVED:** It was proposed and unanimously agreed that the Staff Grievance Policy is re-adopted with amendments and to recommend it's approval with amendments at the next Full Council meeting on 15<sup>th</sup> March.

*Action 210308/3: Town Clerk*

**F073 To consider commencing recruitment of the Marketing and Communications Assistant and to review the job description.**

The job description and person specification were reviewed in line with the requirements of the role. The Town Clerk would amend the job description and person specification as agreed.

**Action 210308/4: Town Clerk**

**RESOLVED: It was proposed and unanimously agreed to recommend commencing recruitment of the Marketing and Communications Assistant within an appropriate timeline at the next Full Council meeting on 15<sup>th</sup> March.**

**Action 210308/5: Town Clerk**

**F074 To agree a statement and budget summary to be published.**

Judi Morison reported that the information regarding the precept was included in the recent edition of the newsletter. The Chair would produce a short statement to be published on the website with a link to the budget summary.

**Action 210308/6: Judi Morison**

**Action 210308/7: Town Clerk**

**The meeting ended at 20:33**

*Members of the Council considered the following matters in the exercise of its functions, that “No member of the public, job applicant, elected member or employee shall receive less favourable treatment on the grounds of gender, race, sexual orientation, marital status or disability”*

**The next meeting of the Finance and Management Committee will be held on Tuesday 6<sup>th</sup> April 2021 at 7:00pm. Any items for inclusion on the agenda should be forwarded to the Town Clerk by Tuesday 23<sup>rd</sup> March 2021.**