

## FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the BEST VALUE, SCRUTINY AND BRIDPORT AND WEST BAY TOWN PLAN SUB COMMITTEE of Bridport Town Council held at Mountfield, Bridport on Tuesday 9 June 2015 at 11.00 a.m.

PRESENT Cllr Miss S.A. Brown (Chairman from item 2)

Cllrs:	G.J. Ackerman	Mrs M.J. Ray
	K.C. Clayton	D.G. Rickard
	K.A. Day	Mrs E.A. Rickard
	W.B. Irvine	Ms S.J. Williams (ex officio)
	C.M. Ray	

### **1. ELECTION OF CHAIRMAN**

Nominations were sought for Chairman and it was proposed, seconded and:

RESOLVED: that Cllr Miss S.A. Brown be elected as Chairman of the Sub Committee for the ensuing municipal year 2015/2016.

Cllr Miss S.A. Brown in the Chair

### **PUBLIC FORUM**

There were no members of the public present.

### **2. APOLOGIES**

There were no apologies.

### **3. MINUTES**

The minutes of the meeting of the Best Value, Scrutiny and Bridport and West Bay Town Plan Sub Committee held on 3 March 2015 were confirmed as a correct record and signed by the Chairman.

### **4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **5. ROLE OF SUB COMMITTEE AND ITS TERMS OF REFERENCE**

Councillors consider a report of the Town Clerk, ENCL: 2972.

RESOLVED: that the terms of reference be noted.

**6. NEW COUNCIL – TOWN PLAN REVIEW AND PROJECT REPORTING AND MONITORING**

The Town Clerk reported on the projects, from the previous Town Plan, which would be prioritised for delivery in 2015/16. At the same time, the Town Council would be asked to begin the process to adopt a new Town Plan.

In discussion of the existing projects for this year, the following comments were made:

- List of public buildings – this should be available for all members.
- Youth Council – it would be good to undertake further work with the schools and it was asked whether, if possible, the Youth Council could meet prior to the end of this term, for a discussion of the Magna Carta and Democracy.

It was agreed that, at the Food Festival, the Town Council should allow the public to submit general comments and suggestions for inclusion in the new Town Plan. There would then be more detailed consultation over the summer.

It was hoped that a new Town Plan could be adopted by the Autumn this year.

RECOMMEND: that the Town Council commence preparation of a new Town Plan.

**7. MEMBERS' TRAINING**

The Town Clerk reported on the training provided for new members, including the forthcoming Planning training for all councillors on 10 June. It was also suggested that it would be helpful to arrange Chairman training later in the year.

RESOLVED: that the training provided for members be noted.

**8. ELECTRONIC BANKING AND REVISED FINANCIAL REGULATIONS**

The Town Clerk reported it was still proposed to update Financial Regulations, including consideration of the benefits of electronic banking.

RECOMMEND: that a report on revised Financial Regulations be submitted to the September meeting of the Sub Committee, with options for electronic banking.

**9. INTERNAL AUDIT AND ANNUAL ACCOUNTS 2014/15**

The Town Clerk reported that Lightatouch, the newly appointed internal auditors, had recently concluded its first year of auditing the Town Council's systems.

The audit had gone very well and members thanked the Finance and Office Manager for all his work in ensuring such a good outcome.

The Town Clerk and Finance and Office Manager also presented the Internal Auditor's Annual Financial Risk Assessment.

RECOMMEND: that the outcome of the internal audit and the Annual Finance Risk Assessment be noted and the proposed actions in the Risk Assessment be implemented.

**10. GRANTS 2015/16 AND SLA REVIEWS**

The Town Clerk reported that it was proposed to publicise the opening of the annual grants scheme at the end of June. Discussions would also take place with the SLA bodies regarding the current Service Level Agreements, which had been extended for a further year,

RESOLVED: that the arrangements for the 2015/16 grants scheme be noted.

**11. TRANSPARENCY CODE**

The Town Clerk reported that the Town Council's financial information, including all payment schedules, would be published on the web site, in accordance with the Transparency Code.

RESOLVED: that the report be noted.

**12. EMPLOYEE HANDBOOK AMENDMENTS**

The Town Clerk reported that the following amendments to policies in the Handbook had been recommended by the Town Council's advisers, Ellis Whittam:

- Smoking policy: amendment to include reference to e-cigarettes and personal vaporisers.
- Paternity policy: included reference to the new right for time off to attend ante-natal appointments with a pregnant partner. Removed reference to additional paternity leave and pay. This was no longer available and had been replaced by shared parental leave.
- Adoption policy: removed reference to any qualifying service to be entitled to adoption leave, as this has been removed to match maternity leave.
- Amended statutory adoption pay: this had recently changed to match statutory maternity pay.
- Shared parental leave: this was a new right that came in to force on 5 April, allowing parents to share leave and, if they wish, take time off together with a new child.
- Parental leave policy: extended to parents of children up to the age of 18.
- Flexible working policy: any employee can request flexible working.

RECOMMEND: that the proposed amendments to the Employee Handbook be approved as set out above.

**13. INSURANCE RENEWAL**

The Town Clerk reported that a meeting was to take place with the Town Council's insurers, to review the level of cover, prior to renewal on 1 September 2015.

In discussion of insurance, it was asked if there could be a report back on how local community organisations could best obtain insurance cover for their events.

RESOLVED: that the update be noted.

**14. STANDING ORDERS REVIEW**

The following members indicated that they would like to be part of a Working Party to review Standing Orders: Cllrs Miss S.A. Brown, C.M. Ray, Mrs M. J. Ray and Ms S.J. Williams.

RECOMMEND: that a Working Party, with the membership as above, meet to review and report back to Council on any amendments to Standing Orders.

**15. FUTURE REPORTS**

There were no matters raised.

The meeting closed at **12:15p.m.**

**The next meeting of this Sub Committee will be held on 8 September 2015 at 10.00am to consider grant applications**