

18th June 2019 Policy and Finance
DURSLEY TOWN COUNCIL

MINUTES and REPORT of the MEETING of the POLICY AND FINANCE COMMITTEE of the Council held in the Methodist Church, Castle Street, Dursley at 7:40p.m. on Tuesday 18th June 2019 for presentation to the Council on the 2nd July 2019.

PRESENT

Councillors: S Creswick (Chair), B Cairns, M Woodward, N Grecian, S Ackroyd, L Patrick, J Burdge, A Stennett, and W Thomas.

In Attendance: Town Clerk, J Kay.

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs M Stennett (personal) and A Whitwell (business).

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. REQUEST FOR DISPENSATIONS

There were no requests for dispensations.

4. REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

5. MINUTES

The Minutes of the Meeting of the Policy and Finance Committee held on the 16th April and 7th May 2019 were approved as a true record and signed by the Chair.

6. REVIEW OF POLICIES

- a) Equality Policy (previously reviewed in August 2016)

IT WAS RESOLVED to retain the policy with no recommended revisions.

- b) Appraisal Policy (adopted September 2016)

IT WAS RESOLVED to make the following changes to the policy: The Chair of Staffing Committee to replace the Mayor in the appraisal process. Should in the very unlikely event the Mayor be appointed Chair of the Staffing Committee the Vice-Chair of Staffing would perform this duty.

IT WAS AGREED the Statement of Delegation to be updated to include this change of policy.

IT WAS AGREED that the appraisal form include a list of current year "Key Tasks". The Clerk confirmed all key tasks and actions are directly linked to the Strategic Plan.

18th June 2019

Policy and Finance

7. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Cllr Stennett presented his comments and suggestions on the Standing Orders.

IT WAS RESOLVED to submit the following revisions for approval to Council:

- a) Remove masculine references throughout the document and for the document to be gender neutral.
- b) Clause 6.d – Change notice to 7 days.
- c) Clause 9. b & c – Change “Deputy Mayor” to “Vice-Chair of Staff Committee”
- d) Update references to Data Protection Act 2018 (currently 1998)

Cllr Ackroyd presented his comments on the Financial Regulations including reference to Town Clerk and Responsible Finance Officer being the same employee.

IT WAS RESOLVED to retain the Financial Regulations with no recommended revisions.

8. REGARDING 2018/19 ACCOUNTS - Internal Auditor Annual Report

The Town Clerk presented the annual report from the Internal Auditor. The report was accepted, it was noted that there were no recommendations for the committee to consider.

9. COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING

IT WAS AGREED to defer allocating this 2018/19 CIL funding at the current time. The deadline for this funding to be allocated is 2023/24.

10. STRATEGIC PLAN 2019/20

IT WAS RESOLVED to adopt the proposed Strategic Plan with the future provision of notice boards in the Kingshill and Highfields area of the town to be included.

11. DELIVERY OF DURSLEY MATTERS NEWSLETTER

IT WAS RESOLVED to hand deliver the July edition to all businesses and residential properties.

12. PLANNING PANEL

The committee discussed the requirement and the process for calling a panel meeting, something which has proved to be an extremely rare occurrence.

IT WAS AGREED that the Council do require to be able to call the panel to discuss the most urgent matters. In this event the Chair of the Planning Committee and Town Clerk have the delegated authority to consider whether the Planning Panel should be called or an Extraordinary Meeting of Planning committee depending on the timescale and urgent nature of the business.

13. COUNCIL INVESTMENTS

The current position of the investments for 2019/20 were noted.

18th June 2019

Policy and Finance

14. TO CONSIDER QUOTES FOR UPGRADING COMPUTER EQUIPMENT

IT WAS AGREED that Cllr Stennett would review the storage and the memory on the laptop before considering any upgrade or replacement.

IT WAS RESOLVED to accept the quotation from our IT Consultant for a refurbished HP 8200 SFF PC Intel i5 2320.

The meeting closed at 8:40pm.



.....
10.9.2019 Chair
.....
Date

