



FINANCE & GOVERNANCE COMMITTEE MEETING

MONDAY 12th AUGUST AT 6.30PM IN THE COMMITTEE ROOM

24.08.01

Present: Councillors Cackett, Greenberg and Moseley, and the Town Clerk.

1. **Election of Chair for the meeting – RESOLVED** to elect Cllr. Cackett as Chair of the meeting.
Cllr. Cackett welcomed all to the meeting and gave formal notice that no recording would take place.
2. **RESOLVED - Apologies for absence** were received and accepted from **Cllrs. Dunning, Fosdike and Took** (all work)
Declarations of interest, delegated Declarations of Interest Dispensation decisions and/or dispensation requests - **NONE**
3. **Minutes of the last meeting**
RESOLVED - to **APPROVE** the Minutes of the meeting of the Committee held on **15th July 2024** (previously circulated) as a true and accurate record.
4. **Exclusion of Public & Press** - In accordance with The Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information in the remainder of the agenda could be discussed and decided - **Full range of staffing matters**
5. **Current Personnel Matters**
 - **Probationary and Annual Reviews – RESOLVED** – to accept the recommendations contained in the confidential supporting paper for Item 5, including the update of all contracts to the new NALC template issued in December 2023.
 - **Training update** – it was **NOTED** that all three permanent staff had either achieved or were in the process of achieving their relevant professional qualification. Two had also completed training for the Scribe Financial Accounts software.
6. **Future Personnel planning**
 - **Short-term (after November 1st) RESOLVED** – to extend the Town Clerk’s fixed term contract to **March 31st 2025** and to **RECOMMEND** to Full Council to increase his working hours from 22 ½ to 30 per week (*see Item 8 below*) - the one-off cost to be financed from the Emergency Staff Reserve.
 - **Long-term (including management of new assets) from April 1st 2025. RESOLVED** - to propose a permanent post of Events/Marketing/ Communications Officer, and to consider a post of Asset Maintenance Operative.
7. **2025 Budget - Preliminary consideration**
 - In addition to the proposals in 6 (above), it was **AGREED** to separate the roles of Town Clerk and Responsible Finance Officer..
 - The financial impact of the transfer and maintenance of ESC assets will amount to a budgetary increase of around £8,000 plus inflation every year during the five-year transition period under the current outsourced arrangements. Long-term consideration to be given to taking those responsibilities in-house.
8. **Personnel Policies**
 - **Method of update and ongoing maintenance** – weighing up the cost/benefits of outsourcing vs inhouse policy development and maintenance, it was **RESOLVED** to recommend to Full Council that this should be undertaken by the Town Clerk, utilising the additional 7.5 hours a week recommended in Item 6.
 - It was **RESOLVED** to adopt a **Flexible Working Policy** introducing “hybrid working arrangements (office/home) to widen the Council’s potential recruitment pool whilst enhancing public accessibility and to mitigate the increasing costs of childcare” (proposal from **F&G Meeting March 2024**).
9. **Personnel Committee**
 - **AGREED** - to recommend the creation of a stand-alone Personnel Committee, reporting directly to the Full Council but with near full autonomy, with the exception of the appointment of the Town Clerk.

Date of next meeting – Monday 16th September 2024