

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **POLICY & RESOURCES COMMITTEE** held on **Thursday 4th January 2018** at Telscombe Civic Centre, 7.30 pm.

PRESENT: Cllr T Armour,
D Brindley,
J Harris,
G Maskell,
R Maskell,
B Page *Vice-Chairman*,
A Smith,
J Wilkins *Mayor*,
D Wright *Chairman*

Also Present: Stella Newman, Deputy Town Clerk & RFO (*minutes*)
Jerry Taylor, Director of HR Services Partnership
Trevor Leggo, CEO of SSALC

1136. PUBLIC QUESTION TIME

There were no questions from the public present.

1137. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no apologies.

1138. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest.

The Chairman of the Committee then advised that he would like to bring confidential items 14 to 17 on the agenda forward which was agreed by the Committee.

1139. EXCLUSION OF PRESS AND PUBLIC

It was unanimously **RESOLVED** to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

TELSCOMBE TOWN COUNCIL



CONFIDENTIAL

1140. TO DISCUSS, APPROVE & SIGN CONFIDENTIAL MINUTES OF THE EMPLOYMENT SUB-COMMITTEE MEETING HELD ON THURSDAY 14th DECEMBER 2017

CONFIDENTIAL

1141. TO AGREE STAFF NON-REPRESENTATION ON OUTSIDE GROUPS

As had been discussed at the Employment Sub-Committee meeting on 14th December, it was proposed by Cllr A Smith, seconded by Cllr R Maskell and unanimously **RESOLVED** that the Town Clerk should not attend any outside bodies unless instructed by the Council.

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CONFIDENTIAL

1142. TO NOTE HR SERVICES PARTNERSHIP WILL UNDERTAKE HR RELATED INVESTIGATIONS AND TO APPROVE A BUDGET OF UP TO £3,000 TO COVER THIS WORK

CONFIDENTIAL

The Chairman requested that agenda item 12 be moved and discussed during the Exclusion of Press and Public and this was unanimously agreed.

The Deputy Town Clerk was asked to leave the meeting and minutes were taken by Trevor Leggo, CEO of SALC for minute 1143.

1143. TO ACCEPT THE RESIGNATION OF THE TOWN CLERK, NANCY ASTLEY

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2102 hours - The public and the Deputy Town Clerk were invited to re-join the meeting.

1144. TO DISCUSS, APPROVE & SIGN MINUTES OF THE MEETING HELD ON 13th NOVEMBER 2017

The Committee considered the minutes of the meeting and it was proposed by Cllr R Maskell, seconded by Cllr A Smith and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Vice-Chairman, Cllr B Page, as the Chairman had not been present at that meeting.

1145. TO NOTE ACTION LIST

The action list was noted.

1146. BUSINESS PLAN UPDATE

There was no update at the present time.

1147. TO RECEIVE INCOME AND EXPENDITURE TO 30th OCTOBER 2017

The income and expenditure figures to 30th October of £91,163 expenditure and £257,746 income were unanimously **agreed**.

1148. TO AGREE NEW DISCIPLINARY POLICY

The Disciplinary Policy as agreed at the last Employment Sub-Committee was proposed by Cllr R Maskell, seconded by Cllr D Brindley and unanimously agreed. This will now go to full Council for adoption.

1149. TO AGREE NEW EMPLOYEE/CLLR CODE OF CONDUCT

The Employee/Cllr Code of Conduct as agreed at the last Employment Sub-Committee was proposed by Cllr R Maskell, seconded by Cllr D Brindley and unanimously agreed. This will now go to full Council for adoption.

1150. TO AGREE PAYMENT OF INVOICE FOR REDECORATION OF TELSCOMBE VILLAGE CLUB

The report from the Deputy Town Clerk/RFO was noted and it was proposed by Cllr A Smith, seconded by Cllr J Harris and **RECOMMENDED** that the invoice for £700 received by Savills be paid.

1151. TO AGREE CANCELLATION OF THE P&R MEETING SCHEDULED FOR 15th JANUARY 2018

It was unanimously agreed to cancel the meeting, the next meeting of the Committee being scheduled for Monday 5th March 2018.

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1152. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA

The Deputy Town Clerk/RFO advised that the Out of Hours caretaker, G Ware, was off sick again and a return date was currently unknown. Most of his duties were being undertaken by the other Out of Hours caretaker.

The Deputy Town Clerk/RFO also advised that a member of the public who had parked in the Civic Centre’s car park to visit the Post Office had fallen over a no-parking sign which had blown over. This has been passed to the Council’s Insurers to deal with.

There was no further business and the meeting closed at 9.10pm.

Signed
Chairman

Next meeting of the Committee – Monday 5th March 2018