

## Market Deeping Town Council - Finance and Personnel Committee

Minutes of a meeting of Market Deeping Town Council's Finance and personnel Committee held on Wednesday 20<sup>th</sup> October 2021 7pm at The Town Hall, Market Deeping. Cllr Yarham presided over Cllr Shelton, Cllr Mrs Redshaw and Cllr Miss Moran. The Clerk was also in attendance.

No members of the public attended.

### **14. Chairman's Welcome**

The chairman welcomed everyone to the open session at 7.00pm

### **15. Apologies for Absence**

Apologies for absence were received from Cllr Mrs Sked and Cllr Broughton.

### **16. Declarations of Interest**

There were no declarations of interest

### **17. Notes of minutes from the Finance & Personnel Committee meeting 25<sup>th</sup> August 2021**

It was proposed by Cllr Yarham and seconded by Cllr Miss Moran and **RESOLVED** unanimously that the minutes of the meeting be signed as a true and accurate record. The Deputy Clerk was instructed to sign the minutes on behalf of the Chair.

### **18. Clerk's report**

Members had received a copy of the report prior to the meeting.

1. The Deputy Clerk left on 16th September 2021. The Deputy's role was advertised with a closing date for applications of 1st October. There were 5 applicants. Emily Scott visited the office on 5TH October and it was agreed (after taking personnel advice) that she would recommence as Deputy from 1st November 2021. All applicants have been informed that the vacancy is no longer available.
2. The Clerk has attended a "Training for new Clerks" on 13th October 2021 in Lincoln. The second part will take place on 27th October 2021.

### **19. Correspondence**

Members had received a copy of the correspondence prior to the meeting.

<b>Correspondence to be Noted – Received up to 20th October 2021</b>				
<b>No.</b>	<b>Received from</b>	<b>Date Received</b>	<b>Subject</b>	<b>Committee Response</b>

Correspondence to be Acted Upon – Received up to 20th October 2021				
No.	Received from	Date Received	Subject	Committee Response

There was no correspondence received.

#### **20. Omega report - Review of performance to date, budget/expenditure/income**

The Clerk had provided members with a report prior to the meeting. Cllr Yarham asked members if there were any comments on the Omega report, and there were none.

Cllr Yarham stated that MDTC had just been paid the 2<sup>nd</sup> precept payment of £123,316.50 from SKDC. The precept for 2022/23 was briefly discussed.

#### **21. Review of Ear Marked Reserves**

The Clerk had previously issued a copy of Ear Marked Reserves. A discussion took place regarding amounts and it was considered there were too many different categories.

It was decided to amalgamate **EMR 344** – AOS work and **EMR 344** – Supplies AOS in to **EM325** - AOS Contingency.

**EMR 326** – TH & Cemetery contingency is to be incorporated within EMR 320 – Cemetery

**EMR 338** – renamed Play equipment

The Clerk was asked to find out whether **EMR 353** – Electricity John Eve field has been spent.

It was then proposed by Cllr Yarham and **RESOLVED** unanimously that the Ear Marked Reserves had been reviewed thoroughly.

#### **22. Digital council progress: website/email accounts/tablet provision**

Cllr Yarham has had an appointment with Apple, who will be sending a letter to the Town Council for confirmation.

#### **23. For members to consider adopting an anti-harassment and bullying policy.**

It was proposed by Cllr Shelton and seconded by Cllr Yarham and **RESOLVED** unanimously to adopt the policy. The Clerk was tasked with including this on the Full Council agenda as “Motion to ratify the implementation of an anti-harassment and bullying policy” and to find out whether the policy can include reference to Councillors as well as staff.

#### **24. For members to consider adopting a five-year plan for expenditure.**

Cllr Yarham suggested that all Committees should consider their expenditure over the next 5 year and Committee Chairman should present their ideas and vision at the Full Council meeting on 8<sup>th</sup> December 2021.

**25. For members to receive reports from the internal auditor**

The clerk had issued members with copies of the reports prior to the meeting. Sample transactions audited had all been handled correctly and members were satisfied with the reports. Cllr Yarham asked members if there were any questions and there were none.

**26. Personnel – Consideration to go into Closed Session. To include:**

**Staff matters**

Cllr Yarham proposed to open the closed session and this was seconded by Cllr Mrs Redshaw.

A discussion take place regarding staff uniform some of which needs replacing. It was proposed by Cllr Shelton seconded by Cllr Mrs Redshaw and RESOLVED unanimously to purchase some new uniform items.

A discussion took place regarding lone working. Cllr Yarham took the draft policy document and agreed to review it.

A discussion took place re. a member of staff.

Cllr Yarham proposed to end the closed session and this was seconded by Cllr Mrs Redshaw.

The Chairman thanked all members for their attendance and declared the meeting closed at 19.52 pm.

The next Finance and Personnel committee meeting is scheduled for Wednesday 24<sup>th</sup> November 2021 at 7pm, in the Town Hall.

**Chairman’s signature.....**

**Date.....**