

Saxmundham Town Council

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Minutes of the Resources Committee Meeting

held on 2 NOVEMBER 2018 at 10am in the Old Police Station.

Cllr Mrs L Jardine, Chair person

Cllr P. Dunnett ex-officio

Cllr. R Plant ex-officio

Cllr Miss P. MacKay

Cllr P Ewart

Cllr J Fisher

Cllr J Smith

In attendance: Maddie Gallop, Town Clerk/RFO

1. TO RECEIVE DECLARATIONS OF INTEREST:

- To receive amendments to the register- **None received**
- To receive declarations of pecuniary interest in respect of items on the agenda – **None received**
- To receive declarations of non-pecuniary interest in respect of items on the agenda – **None received**
- To consider full/partial dispensations for pecuniary interests declared – **None declared**

2. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE: All present

3. TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 1ST OCTOBER 2018: Cllr Ewart proposed that the minutes of the Resources Committee meeting held 1 October 2018 be approved and signed. Seconded Cllr Plant. **Motion carried.**

4. TO CONSIDER AND AGREE THE AUTHORISATION OF PAYMENTS AS CIRCULATED: Cllr Mrs. Jardine proposed we agree the authorisation of payments for STC and Market Hall, seconded Cllr MacKay. Unanimously agreed. **Motion carried.**

5. TO RECEIVE A REPORT ON THE BANK RECONCILIATIONS TO THE END OF SEPTEMBER 2018: Cllr Mrs. Jardine said she had checked the reconciliations and proposed them as correct. Cllr Smith felt that the Clerk should write to SCDC appealing the business rates at the Old Police

Station. The Clerk had previously spoken to the Authority a couple of times. **The Clerk will compile a letter and sent to them.** Cllr Smith proposed the bank reconciliations correct, seconded Cllr Mrs. Jardine. Unanimously agreed. **Motion carried.** Cllr Smith thought we should look at the general reserves to consider a proportion of them being put into a savings account.

6. **BUDGET PLANNING: TO DISCUSS WITH THE TOWN CLERK/RFO THE PREPARATION OF ESTIMATES COVERING RECEIPTS, PAYMENTS AND RESERVES FOR THE BUDGET 2019/2020, BY END NOVEMBER 2018, ACCORDING TO SECTION 3.2 OF FINANCIAL REGULATIONS:** It will be necessary to put aside some reserves to cover depreciation of our assets. We need a new Policy for capital replacement for specific assets e.g. Memorial Field. Depreciation works out at around £10k and we have to consider capital replacement e.g. play equipment, maintenance to our own assets etc. **The Clerk will have an estimate covering receipts, payments and reserves by the end of November.**
7. **TO DISCUSS A REVIEW OF THE STC PAYROLL PROCEDURE WITH REFERENCE TO MANAGEMENT REVIEW 2017/2018 AND DISCUSSION IN THE MEETING 02.10.18:** Cllr Mrs Jardine had enquired about outsourcing the payroll to Accountants. The cost for 3 employees would be £34 per month. Cllr Dunnett thought that this was unnecessary at present. The Clerk had contacted the Local Council Public Advisory Service who advised it would be more sensible for the Clerk to continue in her role particularly as she would still need to make over the payments, deduct the tax and NI and send payment to HMRC. Cllr Smith disagreed but Cllr Ewart thought we should continue with our current system at present but bear this in mind to bring up in the Management Review.
8. **TO REPORT ON THE INVESTIGATION OF LOSS OF PERSONNEL CONTRACTS AND RELATED DOCUMENTS: TO RECEIVE A PROGRESS REPORT REGARDING THE RECOMMENDATIONS AGREED BY THE COUNCIL:**
 - A revised replacement employment contract and job description for the Town Clerk is currently being drawn up, based on the 2008 version, and will need to be agreed by full Council. A copy of the draft job description was circulated to the committee. Following some discussion to include two minor updates, it was proposed by Cllr Mrs Jardine that the draft job description be presented to full Council for agreement. Seconded by Cllr Dunnett. Unanimously agreed. **Motion carried.**
 - To discuss secure filing of personnel documentation and other key records including historical documentation. The Clerk and her Assistant are in the process of complying with the GDPR and securing relevant documents.
 - To discuss implementation of the agreed, staff IT password, updating procedure via the System Support provider. Our Consultant has changed the passwords for the Town Clerk and Assistant Clerk and is updating the various procedures.
 - To discuss and provide recommendations to Council regarding the revised NALC Standing Orders. Cllr Mrs. Jardine stated that the previously agreed amendments to replace Finance Committee and Personnel Committee with Resources Committee need to be included in the revised version. This was agreed at the Annual Town Council meeting in May 2018. Cllr Mrs. Jardine proposed that we recommend agreement of the revised NALC Standing Orders to the full Council, seconded Cllr Miss MacKay. Unanimously agreed. **Motion carried.**
 - To request all Councillors delete and/or destroy copies of staff-related documents. Cllr Dunnett proposed that the **Clerk and Assistant Clerk write an email to both current and previous Councillors to ensure they comply with this.** Seconded Cllr Fisher. Unanimously agreed. **Motion carried.**

9. **GDPR: TO RECEIVE AN UPDATE REGARDING PROGRESS WITH THE DATA AUDIT: The Assistant Clerk had circulated the following information:**

Key areas of work include:

- Completing the data audit using the LCPAS template and flushing out issues and problems.
- Taking the advice of our Data Protection Officer (DPO) as to whether we need to do a full Data Protection Impact Assessment (DPIA).
- Creating a full Register of Processing,
- Risk Management Plan, and Awareness Raising Plan.

The Clerk confirmed that all confidential documents are kept in locked metal cabinets and both her office and the office of the Assistant Clerk are locked every day. A procedure is in place for Councillors to sign a book if it is essential for them to remove papers from the office. However, the Clerk and Assistant Clerk are in the process of setting up a computer in one of the offices at the Old Police Station for Councillors to come in and look at various papers either in hard copy or on the computer without removing any documents from the office. Passwords need to be changed every 3 months.

10. **DISCIPLINARY PROCEDURE: TO RECEIVE AN UPDATE FROM THE CLERK REGARDING EQUIVALENT PROCEDURES USED BY OTHER TOWNS:** The Clerk presented the meeting with a draft disciplinary policy based on the one used by Leiston Town Council which itself was based on the SALC model policy. Changes highlighted in yellow are to take account of the position of the Town Clerk. Any matters relating to the Assistant Clerk will go to her Line Manager, the Town Clerk, and if necessary, the Chairman of Resources. The Chairman of Resources will handle disciplinary matters in the case of the Town Clerk, but an appeal would be dealt with by three members of the Town Council who had not previously been involved in the case. This is in preparation for the induction of Councillors at the next term of Office after the May 2019 elections. Cllr Plant proposed that **a draft Capability Procedure will be presented to the next Town Council meeting**, seconded Cllr Ewart. Unanimously agreed. **Motion carried.**

11. **SAXMUNDHAM CHRISTMAS EVENT: TO RECEIVE DETAILS AND MAKE A DECISION ON THE FOLLOWING:**

- **Proposed funding and expenditure for the event.** Cllr Ewart advised the following costs: - traffic management road closure will cost £535, temporary stage £1500, Christmas event leaflets £46, jazz band £200, stilt walkers £125 – total £2406 plus vat. An application for grant funding of £3000 is in hand. Cllr Mrs. Jardine proposed we support the event and funding, seconded Cllr Miss MacKay. Unanimously agreed. **Motion carried.**
- **Council policies as required by the grant-funding application: health and safety, child protection and equalities policies.** Child Protection policy to be reviewed at the November Town Council meeting.

12. TO RECEIVE A REPORT ON THE ARRANGEMENTS FOR REMEMBRANCE SUNDAY, 11 NOVEMBER 2018: The Clerk advised the following: -

- Traffic management road closure has been confirmed from the Market Place
- 2 wreathes have been ordered and a donation made. Clerk will collect next week
- Silhouette has been ordered and a donation made – not arrived as yet
- WI booked to provide tea and cakes in the Market Hall after the Parade dismissal
- Church service at the United Reform Church in Rendham Road at 3pm and the short service at the War Memorial in Fromus Square for 11am arranged
- Any queries can undoubtedly be answered by Denis Bloomfield, British Legion
- Letters to all businesses and residents regarding the event parading from the Market Place to the Church and return will be circulated

13. DATE AND TIME OF NEXT MEETING: Monday 3rd December 2018 – time to be confirmed:

Meeting closed at 1310.