



**Minutes of the Personnel and Finance Committee held at 7:00pm  
at the Arts & Heritage Centre on 23 April 2024**

Present: Cllr J. Bowman (Chair), Cllr M. Galligan, Cllr L. Milner,  
In Attendance: Cllr S. Hodson, Michelle Moss, Cllr H. Priestly,  
Members of public present:

- 1. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2976**  
None
- 2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2977**  
Apologies received from Cllrs Lyus, Cox and Wright.
- 3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 2978**  
None.
- 4. To review and approve the draft minutes from 21st November 2023 meeting - Ref: 2979**  
RESOLVED to approve the minutes of the Personnel and Finance meeting of 28th November 2023 and accept them as a true record of the meeting.  
All in favour
- 5. To review the projected spend against budget forecast - Defer as financial year has only just started - Ref: 2980**  
Deferred.
- 6. To confirm the appointment of Internal Auditor - Ref: 2981**  
RESOLVED to appoint Andy Hopkins as the internal auditor.  
All in favour
- 7. To review the draft AGAR documents prepared for Internal Auditor - Ref: 2982**  
It was noted that CTC ended the year with a balance of £109939, slightly higher than opening balance due to grants from WLDC, higher than anticipated interest on account, CIL income, sale of some assets, increased staffing costs had been offset by reduced contractor costs, and higher than expected income from cemetery.
- 8. To review the latest version of the town council asset register - Ref: 2983**  
The asset register was reviewed. It was noted that town hall toilets are included on the asset register, but that they are actually WLDC asset and should be removed; the trailer at the old fire station has recently been sold; and that there are 10, rather than 6 gazebos.
- 9. Policy Review: Terms of Reference - Employment Committee(20974) - Ref: 2984**  
It was agreed to recommend to full council that the committee terms of references make provision to allow stand in councillors to be appointed by committee members who cannot attend meetings.  
All in favour
- 10. Review non payment policy - Ref: 2985**  
It was agreed to recommend the policy for approval by full council.
- 11. To review the town council risk register and ensure appropriate action is being taken to mitigate risks - Ref: 2986**  
It was noted that generally the level of risk has continued to reduce over the last 12 months. Several areas which remain a risk include the lack of up to date lease/licence agreements; the lack of electronically stored deeds and TPO's; lack of business continuity in the event of loss of Clerk/RFO; and lack of memorial safety inspection testing. Action is being taken to mitigate/manage all business risks. It was noted that lease/licence

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agreements have been reviewed for most council business, but the risk still exists as there is no lease agreement in place for the town hall. There is a proposal on the agenda for a deputy clerk which would help with business continuity. The clerk and Cllr Hodson are attending a memorial safety inspection training later this week to start to look at the requirements.

**12. To review the financial regulations and standing orders and make any recommendations for approval by full council - Ref: 2987**

It was resolved to recommend the following changes for agreement by full council:  
Financial regulations - 5.5c - an exception to this is where the precept is paid, the clerk may transfer up to the amount of the precept between accounts; 11e - remove the last paragraph and amend to 'if appropriate the clerk will invite sealed bids'; 14.2 increase the exception value to £500.  
Standing orders - 3i - remove the requirement for councillors to stand when addressing council.

All in favour

**13. To resolve to go into closed session for the remainder of the meeting - Ref: 2988**

RESOLVED to move into closed session.

All in favour

**14. To review the proposal for a Deputy Clerk and make suitable recommendations to full council - Ref: 2989**

It was noted that: the clerk is on a 25 hour a week contract and does not want extended hours but typically works 30 hours a week; prior to the financial issues with the council several years ago, the clerk had historically been on a full time contract; similar sized councils with less assets to manage have multiple members of staff; there are many projects which the council would like to do which the clerk does not have time to progress; there is a business continuity issue with having only one office employee; when the clerk is on leave there is no cover for the council. It was agreed that Cllrs Milner and Bowman would complete a proposal to present to full council outlining the need for additional office based staff at the council.

All in favour

Meeting closed at 8:00pm

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