

B HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
Minutes of the meeting held on
1st March 2021 at 7.00pm.

Present:	Councillors:	D Jones C Copleston M S Kennedy S Thorne K Wattingham	Chairman
	Officers:	Debbie Marsh Louise Senior	Corporate Services Manager Head of Democratic Services
	Public:	1	

Also present: Councillor: T McMahon

11522 APOLOGIES & SUBSTITUTIONS

None.

11523 QUESTIONS FROM THE PUBLIC

None.

11524 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

11525 MINUTES

To approve the Minutes of the meeting held on 23rd November 2020 and 1st February 2021.

Resolved: To approve the Minutes of the meeting held on 23rd November 2020 and 1st February 2021 and for these to be signed by the Chairman.

11526 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

Personnel Sub-Committee: 12th October 2020.

11527 INCOME AND EXPENDITURE REPORT

Members received the income and expenditure report, highlighting significant variances, for Corporate Services Committee to date.

Members were advised that the costs of the by election would not be covered by Central Bedfordshire Council as there was no government provision for this.

11528 BANK AND CASH RECONCILIATION STATEMENTS

Members were requested to receive the monthly bank and cash reconciliation statements for October, November, and December 2020.

- Resolved:**
- 1. To approve the monthly bank and cash reconciliation statements for October, November and December 2020;**
 - 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

11529 LIST OF CHEQUE PAYMENTS

Members received a list of payments for the period October 2020 to January 2021.

Members noted this information.

11530 INVESTMENT REPORT

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements.

The Corporate Services Committee were to oversee and manage the financial obligations of the Council, including:

To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount.

Members discussed the current rate of interest which would impact the Town Council's investments and any borrowing that the council may consider.

11531 INSURANCE CLAIMS

Members were advised that the following insurance claims had been made since April 2020

<i>Claim number</i>	<i>Details</i>	<i>Repair cost</i>	<i>Date settled</i>
27200000680	Cemetery Gate repair after vehicle had knocked them down	£1,362.00 Excess £100	September 2020
27200000816	Vandalism to Springer - October	£1,096.00	2 nd October 2020

27202126353	Damage to St Vincent's School building by ride on mower, whilst grass cutting, in September / October	£1,164.00	Awaited
27212120101	Injury to dog, January 2021	£400.57	

Members were advised that two of the claims had been settled and two were still being processed.

11532 STRESS POLICY

The Town Councils Stress Policy was last reviewed in 2017.

Members received a revised Town Councils Stress Policy and accompanying report.

Members welcomed the revised Stress Policy however members also discussed the benefits of adding a Wellbeing Policy to their suite of policies.

Members felt that the wellbeing of staff was an important issue and that a policy would support management in helping to create a supportive workplace culture, tackle factors that may have a negative impact on mental health, and ensure they have the right skills to support staff

Members requested that consideration be given on mental health first aid training for staff or to have mental health first aiders who can support staff with mental ill health.

An additional motion to the recommendation was proposed to read:

To present a report on a wellbeing policy at the next Corporate Services meeting

Proposed by: Cllr Kennedy seconded by: Cllr Copleston

All were in favour, accordingly, this was added to the substantive motion.

Resolved:

- 1. To recommend to Town Council the adoption of the Town Councils Stress Policy**
- 2. To present a report on a wellbeing policy at the next Corporate Services meeting**

11533 MOBILE PHONE AND TELEPHONE USE POLICY

Members received a draft Mobile Phone and Telephone Use Policy along with an accompanying report.

Resolved: To recommend to Council that the Mobile Phone and Telephone Use Policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 22nd March 2021.

11534 IT POLICY

Members were requested to consider a revised IT Policy,

The Town Council last reviewed this policy on the 11th June 2018. Although this policy would ordinarily be reviewed in 2022, due to the recent changes in home working and the introduction of new phone systems, a review of the current policy was felt to be beneficial.

Members received a revised IT Policy along with an accompanying report.

Resolved: To recommend to Council that the IT Policy, along with any recommended changes, be formally adopted by full council at its meeting to be held on the 22nd March 2021.

11535 LEAVE ENTITLEMENT POLICY

Due to an agreed increase of the minimum leave entitlement for employees, from 21 days to 22 days, Members received a revised Town Council Leave Entitlement Policy and report attached.

Resolved: To recommend to Town Council the adoption of the Town Councils Leave Entitlement Policy

11536 REVIEW OF INVENTORY OF TANGIBLE ASSETS

In accordance with Standing Order 2.12 and Financial Regulation 14.5 this committee was required to annually review the Council's inventory of tangible assets including land, buildings and equipment. Members received an extract from the Statement of Accounts for the year 2019/20.

Resolved: To note the Inventory.

11537 REVIEW OF CHARGES

In accordance with Financial Regulation 9.3 Members received a list of charges for 2020/21 which were under the control of this Committee. In order to support users of these facilities, it was suggested that Members consider applying the same charges for 2021/22.

Resolved: To approve the charges for 2021/22 as attached.

The Chairman declared the meeting closed at 7.40pm

Dated this day of

Chairman