

## HOUGHTON REGIS TOWN COUNCIL

### Corporate Services Committee

Minutes of the meeting held on

1<sup>st</sup> June 2021 at 7.00pm.

Present:	Councillors:	D Jones J Carroll C Copleston S Goodchild M S Kennedy K Wattingham	Chairman  (Virtual attendance)
	Officers:	Debbie Marsh Louise Senior	Corporate Services Manager Head of Democratic Services
	Public:	0	
Also present	Councillors:	C Slough	

#### 11618 ELECTION OF CHAIR

Members were invited to elect a Chair for Corporate Services Committee for 2021/22.

Nominee:	Cllr Jones	Nominated by:	Cllr Kennedy
		Seconded by:	Cllr Wattingham

No other nominations were received. On being put to the vote, Councillor Jones was duly appointed as Chair of the Corporate Services Committee for the municipal year 2021 - 2022.

#### 11619 APOLOGIES & SUBSTITUTIONS

None.

#### 11620 QUESTIONS FROM THE PUBLIC

None.

#### 11621 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

#### 11622 ELECTION OF VICE-CHAIR

Members were invited to elect a Vice Chair for Corporate Services Committee for 2021/22.

Nominee:	Cllr Kennedy	Nominated by:	Cllr Jones
		Seconded by:	Cllr Goodchild

No other nominations were received. On being put to the vote, Councillor Kennedy was duly appointed as Vice-Chair of the Corporate Services Committee for the municipal year 2021 - 2022.

### **11623 MINUTES**

To approve the Minutes of the meetings held on 1<sup>st</sup> March and 15<sup>th</sup> March 2021.

Members advised of two date errors within the minutes of 15<sup>th</sup> March; minute number 11552, paragraph one should read 7<sup>th</sup> May 2021 and paragraph 8 should read Christmas 2021.

Subject to the amendments above, members agreed the approval of the minutes.

**Resolved: To approve the Minutes of the meeting held on 1st March and 15th March 2021 and for these to be signed by the Chairman.**

### **11624 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS**

Personnel Sub-Committee: 11<sup>th</sup> January 2021

Members agreed to defer this item due to an error with the attached minutes.

### **11625 COMMITTEE FUNCTIONS & TERMS OF REFERENCE**

In accordance with Standing Order 4.j.iv. Council was required to review its delegation arrangements to committees and sub-committees.

These arrangements were set out in the Committee Functions & Terms of Reference. This document set out the system of delegation to the Committees, Sub-Committees and Working Groups of the Council.

Members received the extract from the approved Committee Functions & Terms of Reference which related to this committee.

Members received the report for information.

### **11626 INCOME AND EXPENDITURE REPORT**

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

Members requested clarification on 101-1096 (Interest and Dividends received). Members asked as to why the report states no quarterly payments from the Property Fund have been received, however under the attached income and expenditure report it showed a total of £7,277 as being received. Members requested the Corporate Services Manager look into this and report back to members.

It was requested that under salaries, 191-4001, that the figures be broken down into salaries, National Insurance and Pension for future reports.

#### **11627 BANK AND CASH RECONCILIATION STATEMENTS**

Members were requested to approve the monthly bank and cash reconciliation statements for January, February, March and April 2021.

Members requested specific information regarding £200 Clerks Imprest account and what it related to. Members requested the Corporate Services Manager look into this and report back to members.

**Resolved:**

- 1. To approve the monthly bank and cash reconciliation statements for January, February, March and April 2021;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

#### **11628 LIST OF CHEQUE PAYMENTS**

Members received a list of payments for the period February 2021 to April 2021 (inclusive).

Members received the report for information.

#### **11629 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 received the report for information.

#### **11630 PUBLIC WORKS LOAN BOARD REPAYMENTS ANNUAL REPORT**

In accordance with the Committee Functions & Terms of Reference and Financial Regulations, Members were presented with an annual report to provide detail on the council's loans including current value, repayments and early settlement options as they stood at 1<sup>st</sup> April 2021.

Members queried the report and asked for clarification on whether the settlement figures were as at 2017 or 2021. The Corporate Services Manager suggested these figures were as at 2021, but clarification would be sought and reported back to members.

Members received the report for information.

#### **11631 INSURANCE CLAIMS**

Members were advised that there had been no insurance claims from the 1st April 2021 to date.

Members received the report for information.

#### **11632 ELECTRONIC PAYMENTS**

Members were requested to consider the use of electronic payments.

Members acknowledged the convenience for residents to be able to pay easily at events, playschemes etc. using the modern technologies available.

Councillor Wattingham advised members that there were electronic payment devices that were free and asked if the Clerk had researched the suitability of these.

Members were advised that the Clerk had undertaken a value for money exercise in order to obtain the most suitable and cost effective way to provide this service.

**Resolved: To approve the provision of electronic payments.**

#### **11633 BACS PAYMENTS FOR SALARIES**

In order for the new payroll provider to be able to make BACS salary payments the council was required to authorise the process. NatWest required this to be minuted and signed in accordance with the bank mandate.

**Resolved: To agree points 1-5 on page 6 of the NatWest BACS/BACSTEL-IP Services Application Form Indirect Submitter form and for this to be signed by Clare Evans, Town Clerk, Cllr Ken Wattingham and Cllr Martin Kennedy.**

#### **11634 PROPERTY SECTOR REVIEW**

Members received an update from CCLA; the management company who manage investment of funds on behalf of the Town Council.

Members received the report for information.

#### **11635 POLICY DOCUMENT REVIEW**

Members were requested to consider the Policy Document Review.

Members received the report for information.

#### **11636 FRAUD AND ETHICS POLICY**

The Town Councils Fraud and Ethics Policy was last reviewed in 2017.

Members received a revised Town Council's Fraud and Ethics Policy and accompanying report.

**Resolved: To recommend to Town Council the adoption of the Town Councils Fraud and Ethics Policy**

#### **11637 LATE PAYMENTS & BAD DEBTS POLICY**

Members of this Committee were required to annually review the Town Councils Late Payments and Bad Debts Policy and make a recommendation to Town Council for its approval.

There had been no amendments made to this policy and therefore was considered suitable and fit for purpose.

**Resolved: To recommend to Town Council that the Late Payments and Bad Debts Policy be approved.**

#### **11638 OFFICER/MEMBER PROTOCOL**

The Town Councils Officer/Member Protocol was last reviewed, by this committee, on the 25<sup>th</sup> November 2019.

Although some slight amendments had been made, this document was considered fit for purpose.

**Resolved: To recommend to Town Council that the Officer/Member Protocol be approved.**

#### **11639 EXCLUSION OF PRESS AND PUBLIC**

- Marking the Death of a Senior National Figure or Local Holder of High Office
- Staffing matter

**Resolved:** In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

**11640 MARKING THE DEATH OF A SENIOR NATIONAL FIGURE OR LOCAL HOLDER OF HIGH OFFICE PROTOCOL**

Members were requested to consider revisions to the Town Councils Marking the Death of a Senior National Figure or Holder of High Office Protocol and to make a recommendation to Town Council for its approval.

**Resolved:** To recommend to Town Council the adoption of the Town Councils Marking the Death of a Senior National Figure or Holder of High Office Protocol.

At the request of the Chair, Cllr. Copleston left the meeting

**11641 STAFFING MATTER**

Members received a verbal update, from Councillor Kennedy, in regard to the outcome of the Disciplinary, Grievance and Appeals Sub-Committee meeting held on the 20<sup>th</sup> May 2021.

Members discussed the requirement to support staff in regard to counselling or mediation. Members felt their commitment to support staff was important and fully upheld the suggestion to fund any counselling or mediation costs from budget heading 190-4059.

For information, members were reminded that should there be a need to establish the Disciplinary, Grievance and Appeals Sub-Committee to consider an appeal, the members appointed to this sub-committee were Cllr Morgan, Cllr Copleston and Cllr Y Farrell as agreed at the Corporate Service Committee meeting held on the 1<sup>st</sup> February 2021, minute number 11491.

**Resolved:**

- 1) To consider the outcome of the Disciplinary, Grievance and Appeals Sub-Committee meeting held on the 20<sup>th</sup> May 2021.
- 2) To fund costs for staff counselling or mediation from budget heading 190-4059

**The Chairman declared the meeting closed at 8.17pm**

**Dated this 21<sup>st</sup> day of September 2021.**

**Chairman**