

HOUGHTON REGIS TOWN COUNCIL

Corporate Services Committee

Minutes of the meeting held on
27th February 2023 at 7.00pm.

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|------------|--------------|---------------|-----------------------------|
| Present: | Councillors: | D Jones | Chairman |
| | | J Carroll | |
| | | Y Farrell | Substitute |
| | | S Goodchild | |
| | | C Slough | Substitute |
| | | K Wattingham | |
| | Officers: | Debbie Marsh | Corporate Services Manager |
| | | Louise Senior | Head of Democratic Services |
| | Public: | 0 | |
| Apologies: | Councillors: | E Cooper | |
| | | C Copleston | |
| | | M S Kennedy | |

12372 APOLOGIES & SUBSTITUTIONS

Apologies were received from Cllr Cooper (Cllr Farrell substituted), Cllr Copleston (Cllr C Slough substituted) and Cllr Kennedy.

12373 QUESTIONS FROM THE PUBLIC

None.

12374 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

12375 MINUTES

To approve the Minutes of the meeting held on 28th November 2022, 16th January and 30th January 2023.

Resolved: To approve the Minutes of the meeting held on 28th November 2022, 16th January and 30th January 2023 and for these to be signed by the Chairman.

12376 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS AND CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

Personnel Sub-Committee: 8th November 2022 and 17th November 2022

New Office Sub-Committee: 21st February 2022

Resolved: To receive the Minutes detailed above.

12377 INCOME AND EXPENDITURE REPORT

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

Members received this report for information.

12378 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements for October, November and December 2022.

Resolved:

- 1. To approve the monthly bank and cash reconciliation statements for October, November and December 2022;**
- 2. For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

12379 LIST OF CHEQUE PAYMENTS

Members received a list of payments for the period October, November and December 2022 (inclusive).

Members received this report for information.

12380 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 this report for information.

It was highlighted that there was an error contained within the report as the sum was billions rather than millions.

12381 INSURANCE CLAIMS

Members were advised that there have not been any insurance claims from 18th November 2022 to date.

Members received this report for information.

12382 LEAVE ENTITLEMENT POLICY AND FAMILY FRIENDLY POLICY

Members were reminded that at the previous meeting of the Corporate Services Committee it was anticipated that a Leave and Other Absences policy and a Family Friendly Policy was to be presented at this meeting.

Members discussed the contents of the policies and what constituted a close family relative. Members requested the last sentence in 8.3 of the Holidays and Other Absences Policy be removed from the policy.

Resolved: To recommend to Town Council to adopt a revised Town Councils Leave and Other Absences Policy and to adopt a new Family Friendly Policy that covers all leave entitlements other than Annual Leave.

The Chairman declared the meeting closed at 7.47pm

Dated this day of

Chairman