**Finance and Asset Management Committee**

**Tuesday 15 Feb 2022**

**Council Chamber**

**6.30 pm - 8.30 pm**

**Minutes**

**Attendees: Cllr. Penny, Elsmore & Allaway Martin**

**Cllr. M Cox (joined the meeting at 6.40pm)**

**Public: Martin Harrison, Dean Radio**

1. Apologies were received from Cllrs. Holloway, Beard & Baker
2. Personal declarations of interest from Cllrs. Penny, Allaway-Martin, and M Cox re Item 12, as Members of Twinning Association
3. No dispensation request received
4. **The minutes of 18 January** were proposed, and unanimously agreed, as a true record (with a typo amendment re: Item 11: Recommendation 3; Locum Town Clerk should read Locum RFO

**Cllr. Penny signed copy of the minutes, as a true record**

1. **Matters arising from the Minutes of 18 January 2022**

**Page 1:** The Town Clerk updated re: Citizen’s advice, stating that Monitoring Reports had now been received, and circulated to Members and, subject to agreement, invoices for first 3 Quarters to be presented for approval at next Full Council

**Page 1:** The Town Clerk updated re: Clock Tower Tender process, having spoken to GCC Procurement Team, and now secured proper clarity to progress registration on Portal, and would take forward accordingly, as agreed.

**Page 2, Item 10:** The Town Clerk further updated on the latest position, regarding outstanding issues re: hardwiring in the TIC, which is being addressed, with BT Engineer scheduled this week, and also updated on the accounting issues, which will be resolved once the new system goes ‘live’, with indicated credits, in reconciling our account. Members noted

1. **Public Forum**

Cllr. Penny welcomed Martin Harrison from Dean Radio who addressed the meeting, with an update on Dean Radio’s plans, with proposals to utilise No. 4 Lords Hill, also seeking Financial Support from the Town Council.

**Note:** Cllr. Penny **proposed, with unanimous** **agreement, to suspend Standing Orders**, for Members to ask questions, and further discussion took place, with Martin further clarifying specific aspects, and **Item 7 was taken at this point**

**Cllr. Penny proposed, with unanimous agreement, to bring the meeting back under Standing Orders.**

1. **To make recommendation re the request from Dean Radio re: the installation of a Transmitter at No 4 Lords Hill**

After further discussion it was proposed, and unanimously agreed that:

**Recommendations:**

1. **The Town Council formally offer Dean Radio access, and use, of No. 4, to install a wall-mounted Transmitter, with Data Line, for the duration of the Town Council’s Tenancy agreement, subject.**
2. **The electricity used, would be covered within the Town Council’s tariff**

**It was proposed, and unanimously agreed to take the meeting into ‘Committee’**

1. **To consider any relevant Staffing Matters (In Committee)**

Cllr. Penny led discussion, and the following issues were covered:

**Holiday / Annual leave Tracker**: For the Clerk to ensure Records are up to date, and monitored into next year, with the Tracker properly in place by March 22

**Locum RFO to assist with end of year / Audit Work:** Clerk to explore further with GAPTC, if identified person is not available

**Temporary Administrative Assistant:** The Clerk to take forward, with a Councillor, consideration of applicants for this temporary post

**Town Clerk Health:** The Clerk updated on recent consultation, and the continuing Counselling Support to be continued, and reviewed, at the end of March

**Councillor Penny updated on other outstanding matters.**

1. **To review Committee Tracker**

Cllr. Penny updated and, after some discussion, a number of items were updated, others added, and Members noted.

1. **To note End of Year Timetable re: Closedown Actions**

The Clerk updated, and to check on implications for AGAR, with late scheduling of Rialtas End of Year Closedown actions.

1. **To make recommendation re: the request from Broadwell AFC re: Defibrillator**

Cllr. Penny summarised and, after further discussion, and consideration, it was proposed, and unanimously agreed that:

**Recommendation:**

1. **The Town Council should ‘gift’ the Defibrillator, received from FoDDC, to Broadwell FC, as a replacement to cover that area of the Parish, for them to arrange collection, and installation.**
2. **To Consider, and make recommendations re: Request for Financial Support from Berry Hill Rugby Club**

Cllr. Penny summarised and, after full consideration, it was proposed, and unanimously agreed that:

**Recommendation:**

**The Town Council to donate £1000.00, as requested to Berry Hill Rugby Club**

1. **To make recommendations from Parish Inspection Working Group**

Cllr. Penny summarised and, after discussion, it was proposed, and unanimously agreed that:

**Recommendation:**

1. **the presented list of actions identified at the Parish Inspection Working Group, by the Town Clerk, to be taken forward, as follows, a:**
2. **Re: Bus Shelters:**

* **with the exception of Bus Shelter No. 4 (Coalway Cross Roads), subject to finance position after 11 months, to commission FES to take forward, as presented;**
* **to look at wider funding opportunities, including consultation with GCC Councillor Allaway-Martin, to explore wider community involvement, and to incorporate street art.**

**8.25pm An 20 minute extension was proposed, and unanimously agreed**

1. **To make recommendation re: requests from residents regarding local Phone Boxes**

Cllr. M Cox’s Summary Report was considered and, after some discussion, it was proposed, and unanimously agreed, that:

**Recommendations:**

**Re: Whitecliff To further pursue Greenacres, for them to take forward their ownership responsibilities, to relocate, as instructed, asap.**

**Re: Sunny Bank To make good, in readiness, to identify community usage;**

**Re: Coalway To further explore companies to relocate this box, to Bells Field, with contingency plan, if damaged in transit, to become a ‘donor box’ to further repair other phone boxes.**

**Re: Milkwall To further pursue Tufthorn Inn to gauge opinion of Community, to identify alternative usage;**

**Re: New Boxes at Broadwell, and Mile End To arrange de-commissioning, and remove**

1. **To make recommendation re: Environmental Enhancements to Mowing Regimes**

Cllr. Penny summarised and after further discussion, it was proposed, and unanimously agreed, that:

**Recommendation:**

1. **Re: Bells Field**

* **in line with existing Contract, for the ‘Mowing Regime to be adopted, working collaboratively with the current Contractor**
* **the removing, of risings, off-site, is noted as additional work, and to be considered more widely, in consultation with other organisations, and Town Councils.**

1. **Re: Cemetery**

* **in line with existing Contract, for the ‘Mowing Regime to be adopted, working collaboratively with the current Contractor**

**Note: Clerk to formalise within Year 1 Contractor Review Letters**

1. **To make recommendation to progress Training Priorities for this Committee**

Cllr. Penny summarised and, after some discussion, it was proposed, and unanimously agreed that:

**Recommendations:**

1. **Well-Being Training to be taken forward, as a priority, through the Clerk leading on a facilitated workshop, to raise awareness;**
2. **Risk Assessment is also taken forward as a priority, through a workshop session, to understand risk, and to also develop the Risk Register**
3. **To agree the Shortlisting and Recruitment Panel, as well as Interview Dates for the Assistant Clerk and RFO**

Cllr. Penny summarised and, after some discussion, it was proposed, and unanimously agreed that:

**Recommendation:**

1. **Re: Scoring To accommodate the ‘split’ role options, to have three separate scoring sheets: 1. Combined Role, 2. Assistant Clerk Role, and 3. RFO role**
2. **Re: Recruitment Panel To be made of Town Clerk, and Cllrs. Penny, Baker and Beard; with Cllr. Holloway also included, within the Shortlisting Stage, to be included at Interview Stage, if necessary.**
3. **To make recommendation re: Contractor’s request for Additional Payment for increased works with cleansing of Pigeon Excrement and Treatment of Moles.**

Cllr. Penny summarised and, after some discussion, it was proposed, and unanimously agreed, that:

**Recommendations:**

1. **Re: Pigeon Excrement the increased rates, to cover this increased activity are agreed, as requested.**
2. **Re: Treatment of Moles this is further clarified, if it is increased work, in light of its inclusion within existing, agreed, Contract**

**Meeting closed at 8.35pm**