



Minutes of the Finance, Budgets & Staffing Committee of Costessey Town Council, held on Friday 15 February 2019 at 110am at The Costessey Centre, NR8 5AH

Present: Cllrs S Hannant, (Chair), J Amis, G Blundell, G Jones & T Laidlaw; H Elias (Town Clerk) & N Bailey (Deputy Clerk).

To receive apologies for absence

F018/19: Cllrs S Blundell & P O'Connor had sent their apologies (both unwell)

RESOLVED to accept apologies from Cllrs S Blundell & P O'Connor

To receive declarations of interest

F019/19: Cllr S Hannant declared a pecuniary interest in Min: F026/19: as she has a Barclays' pension

F020/19: Cllr J Amis declared a non-pecuniary interest in Min: F034/19: as he knows someone involved with Broadland Security

F021/19: Cllr G Blundell declared a non-pecuniary interest in Min: F034/19: as he knows the owner of Securado, who is also employed by Alpha One Security firm

F022/19: The Clerk and Deputy Clerk both declared pecuniary interests in Mins: F025/19: & F033/19: as they are both members of the Norfolk Pension Scheme and CTC pays their salaries

To confirm and sign the Minutes of the previous FB&S meeting on 18 January 2019

F023/19: The minutes were agreed and signed with no amendments. It was noted that the minutes had already been approved by Full Council.

To receive updates on the previous minutes (No resolutions may be passed)

024/19: Min: F004/19: Lone Worker Devices: One device will be purchased on a one-year contract and the device alternated between employees to see if the project is viable. If successful it can be extended in length and to other staff members. **ACTION: Deputy Clerk**

To consider the LGPS Fair Deal Consultation (by 4 April 2019)

F025/19: It was considered that the implications of any changes would impact on new employees. The LGPS had changed from a final salary scheme into a career average scheme in 2014. The Committee decided there was no need to fill out the consultation as the LGPS seemed to be trying to do its best for its members.

To review & update the Treasury Management Policy / Strategy 2019-20

F026/19: The Clerk had received further comments from a NorfolkALC consultant on the updated Treasury Management Policy. The list of risks to be added into no. 4, also noted that Council is only covered for £85,000 with any one institution at present; no.5 to be removed altogether; 6.1 bold print re loans to be at the start of the paragraph; 8.2 to have examples added and a note to abide by the Regulations; 8.4 to be removed altogether; advisory bodies to be included; Appendix 1 add in £5,000 "sweep" between accounts; add "Currently" or "At the present time". Further information on the CCLA to be considered after the May elections.

RECOMMENDED to full Council that the Treasury Management Policy / Strategy 2019-20 be approved with all the new and additional amendments and revisions. ACTION: Town Clerk

To review & update the Financial Regulations

F027/19: The amendments were considered. 1.10 – remove "as the case may be"; 12.2 -"of 5%" to ready "by 5%"; 12.3 –" to the Contractor in writing" word order to be improved.

RECOMMENDED to full Council that the Financial Regulations be approved with all the new and additional amendments

To review the previous Child Protection Policy & update into a Safeguarding Policy

F028/18: Very little has changed. The Youth Worker has suggested that the previous definitions were out-of-date. "Young person(s)" to be replaced by "child / children" throughout. The intention was to ask Councillors and staff to sign the document to show that they understood the procedure for reporting to concerns. They were NOT expected to be able to judge whether a matter was a safeguarding concern or not. A discussion ensued as to whether hirers should be expected to produce their own safeguarding documents when they hired a hall. The conclusion was that these were not needed. The Fete was considered to have the most risk re Safeguarding issues. Procedures are in place for the fete re Lost Children etc.

To receive a general update on Finance, Budget or Staffing matters

F029/19: Fete & Fair 2019: A Bomb Disposal Display by the Norfolk Military Enactment Society had been provisionally booked for the military day at a maximum cost of £400.

F030/19: Bank Mandates: will be affected by local elections on 2 May etc

F031/19: The date of the next FB&S meeting was confirmed as Friday 15 March 2019 at 10am (if required)

F032/19: RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below

***THE FOLLOWING ITEMS WERE HEARD IN CONFIDENCE / BELOW THE LINE**

*** To receive an update on Local Government salary scale ranges** (NB: salary scale points previously agreed nationally and approved by CTC)

F033/19: Previous salary scale ranges had been inconsistent in the number of points within a scale. National salary points had already been reorganised and renumbered so there was a consistent gap between each point, for 2019 onwards. However, it had only just been agreed nationally which points should fall within which new scale. CTC occasionally agreed spot salaries or extra points for qualifications.

RECOMMENDED to full Council that the National Agreement on which salary point fell into which salary scale be approved.

*** To consider Overnight Security and the Cleaning / Caretaking contract**

F034/18: Overnight Security: The Securado contract for key holding and Emergency / Out of hours call-outs would end on 31 March 2019. Quotes have been received. Response times cannot be guaranteed by any company as they depend on where staff are located at the time of the call out and whether they are already dealing with another incident. The options were discussed.

RECOMMENDED to full Council that Broadland Guarding Services be appointed for Keyholding and Call out services for one year initially. ACTION: Deputy Clerk

F035/18: Cleaning / Caretaking contract: CTC is halfway through the 3 year contract, dated to end of September 2020. Heritage had stepped in early when the previous contractor had left at short notice. Meetings had taken place with the Regional Manager and a Director, with various issues being raised. Inspections were taking place at all halls and a log being created which could be circulated to committees. The tender process for new cleaning contracts would start after the elections on 2 May. **ACTION: Deputy Clerk**

F036/18: The meeting closed at 12.13pm

Chair:

Date: