

BLANDFORD FORUM TOWN COUNCIL
Minutes of the Finance & Staffing Committee
held on Monday 13th September 2021 at 7:00pm held in the Corn Exchange

DRAFT
Subject to confirmation

PRESENT

Cllr S Hitchings – Committee Chairman	Cllr P Osborne – Committee Vice Chairman
Cllr L Hitchings – Chairman of Council	Cllr C Stevens – Vice Chairman of Council
Cllr H Mieville – Chairman of T&GP	Cllr L Lindsay – Chairman of R&A
Cllr H White	Cllr R Carter
Cllr A Cross	

IN ATTENDANCE

Operations Manager

IN ATTENDANCE VIA MICROSOFT TEAMS

Town Clerk

Nicci Brown – Press

14. PUBLIC SESSION

Cllr L Hitchings reminded the committee that it is the Town Council's Expo on Saturday and asked if any Councillors were available to man the council table.

15. APOLOGIES

None

16. TO RECEIVE ANY DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

None had been submitted.

17. MINUTES OF THE MEETING HELD ON 7TH JUNE 2021

It was PROPOSED by Cllr Carter, SECONDED by Cllr L Hitchings and AGREED unanimously that the Minutes be APPROVED and SIGNED.

18. TOWN CLERK'S REPORT & CORRESPONDENCE

The paper was noted (see Appendix A).

18.1 Temporary Finance Cover – Penny Turner's last week with the council will be w/c 13th September. Penny has worked hard for the council and will be missed. We wish her well at University in September. Before she leaves, she will be handing over to a new temporary finance officer who will be covering part of the RFO role two days a week.

18.2 Manual Handling Training – All staff will receive manual handling training on Friday 1st October.

18.3 SLA Renewals – Letters have been sent to organisations who currently have a service level/provision agreement with the council, to determine if they would like this to be considered for renewal from 1st April 2022. The responses will be brought to the December committee meeting for consideration.

18. TOWN CLERK'S REPORT & CORRESPONDENCE (cont)

The Operations Manager advised that, since the agenda was distributed, the Boxing Club has written to ask the council to consider a service level agreement. It was agreed to hold an informal discussion about this matter under the Food Bank SLA agenda item.

19. ANALYTICAL REVIEW OF EXPENDITURE AGAINST BUDGET FOR THE FOLLOWING:

19.1 Administration Budget for the year to 31st July 2021

The paper was noted (see Appendix B).

19.2 Overall Revenue Budget for the year to 31st July 2021

The paper was noted (see Appendix C).

19.3 Reserves Accounts as at 31st July 2021

The paper was noted (see Appendix D).

20. REVIEW OF FINANCE DOCUMENTATION

20.1 There were no cheque payments to retrospectively approve

20.2 To receive and retrospectively approve direct debit payments for the period 1st May 2021 to 31st July 2021 (sheets 184-186) totalling £82,702.10

It was PROPOSED by Cllr S Hitchings, SECONDED by Cllr Osborne and AGREED unanimously that

The direct debit payments for the period 1st May 2021 to 31st July 2021 (sheets 184-186) totalling £82,702.10 are received and retrospectively approved.

20.3 There were no BACS payments to retrospectively approve

20.4 There were no CHAPS payments to retrospectively approve

20.5 To receive and retrospectively approve Online Faster Payments FP051 to FP058 totalling £124,922.08 (which includes payments to other Town council bank accounts)

It was PROPOSED by Cllr S Hitchings, SECONDED by Cllr Osborne and AGREED unanimously that

Online Faster Payments FP051 to FP058 totalling £124,922.08 are approved retrospectively.

20.6 Retrospective approval of the Investment Account for the period 29th May to 31st July 2021

The paper was noted (see Appendix E).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Stevens and AGREED unanimously that

The Investment Account for the period 29th May 2021 to 31st July 2021 is approved retrospectively.

20.7 Report by Chairman on Bank Reconciliation and Petty Cash check

Cllr S Hitchings confirmed that the monthly bank reconciliation had been undertaken during the period and everything was found to be in order, however the petty cash check will be undertaken later this week. Post Meeting Note: this was completed on 14th September 2021.

20.8 Bank Reconciliation to 31st July 2021

The paper was noted (see Appendix F).

21. TO CONSIDER GRANT APPLICATIONS (CURRENT AVAILABLE BALANCE IS £11,561, WHICH INCLUDES £3,641 UNDERSPEND FROM 2020/21)

21.1 In Jolly Good Company (a grant of £1,470 was approved in September 2020 with free hire to the value of £320)

The paper was noted (see Appendix G).

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Carter and AGREED unanimously that a **RECOMMENDATION is made to full Council that**

Free hire to the value of £320 is approved (Expenditure Authority: Localism Act 2011 s1-8).

ACTION: TOWN COUNCIL

It was PROPOSED by Cllr Cross, but NOT SECONDED that half of the requested amount is granted to the applicant.

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Carter and AGREED (8 in favour, 1 abstention) that a **RECOMMENDATION is made to full Council that**

A grant of £1,070 is not approved on this occasion (Expenditure Authority: Localism Act 2011 s1-8).

ACTION: TOWN COUNCIL

22. TO CONSIDER ENTERING INTO A SERVICE LEVEL AGREEMENT WITH THE BLANDFORD FOODBANK

It was PROPOSED by Cllr Mieville, SECONDED by Cllr Osborne and AGREED (6 in favour, 2 against and 1 abstention) that

The Town Council is minded to explore the possibility of entering into an SLA with the Food Bank, whilst being mindful of the need to supervise the use of public funds.

ACTION: TOWN CLERK

Cllr S Hitchings will therefore endeavour to meet with the Food Bank prior to the December meeting when this will be discussed along with the possible renewal of the existing SLAs.

Cllr White suggested an amendment to the above resolution to ensure that a Councillor is not excluded because of their faith, but this was not accepted.

The Operations Manager informed Councillors about a request from the Boxing Club for the council to cover their annual rental costs each year. This will also be considered at the December meeting subject to receipt of additional information.

ACTION: TOWN CLERK

23. CONFIDENTIAL

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Mieville and AGREED unanimously that

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admission to Meetings) Act 1960.

23.1 Town Clerk's Report

Nothing to report.

23.2 To note the Town Clerk's Appraisal (in accordance with Standing Orders)

The Committee Chairman confirmed that the Town Clerk's appraisal was carried out online using Microsoft Teams on 5th May 2021 with Cllrs Lindsay and S Hitchings. The majority of targets had been reached, as well as the addition of some unforeseen activity due to the pandemic.

23.3 To receive a report regarding the Town Council's salaries budget and current workload, retrospective expenditure authority and to consider requests for the 2022-2023 budget (sent to Councillors only).

The paper was noted (see Appendix H).

It was PROPOSED by Cllr Cross, SECONDED by Cllr White and AGREED unanimously that the pay scales are amended for Employee No. 33 from 1st October 2021. An amendment was PROPOSED by Cllr White and APPROVED by Cllr Cross that this is backdated to 1st April 2021, as follows.

It was PROPOSED by Cllr Cross, SECONDED by Cllr White and AGREED unanimously that

The pay scale is amended for Employee No. 33, as per Appendix H, with this being backdated to 1st April 2021.

ACTION: TOWN CLERK

It was PROPOSED by Cllr L Hitchings, SECONDED by Cllr Mieville and AGREED unanimously that

The settlement agreement between the council and Employee No. 91 is retrospectively approved (Expenditure Authority: Localism Act 2011 s1-8).

ACTION: TOWN CLERK

The Meeting closed at 8:46 pm.

SIGNED:

DATED: