

**MINUTES OF THE FINANCE AND POLICY COMMITTEE OF THE TRING TOWN  
COUNCIL HELD IN THE COUNCIL CHAMBER, THE MARKET HOUSE, TRING, ON**

**MONDAY**

**22<sup>nd</sup> JUNE 2009 at 7.30 p.m.**

**Present:** Councillors: J. S. Allan (in the chair)  
B. F. Batchelor (sub. C. F. Townsend)  
L. J. Harris  
Mrs P. J. Hearn  
Mrs R. L. Ransley (ex officio)

**Also present:** Councillors: M. J. James  
N. A. Hollinghurst  
  
Mrs S. Johnson, Clerk of the Council  
No members of the public

15037. **APOLOGIES**

Apologies for absence were received from Councillor Townsend; his substitute was Councillor Batchelor.

15038. **DECLARATIONS OF INTEREST**

Councillor Mrs Hearn declared a prejudicial interest in item 19 Retained Professional Advisors as her husband was the Council's tenant.

15039. **MINUTES**

The Minutes of the Finance & Policy Committee meeting held on 9<sup>th</sup> March 2009 were confirmed as a true record and signed by the Chairman, with the following amendments to Minute 14902: Delete 'There were none' and insert 'The Chairman declared a personal interest in item 5 due to his wife's application for a grant for Tring in Transition; and in item 12 due to his application to attend a seminar'.

15040. **MATTERS OF REPORT**

Arising from Minute 14912, the sum for the Chairman's attendance at the Green Seminar was £60, as the amount had been erroneously previously advised by NALC as inclusive of VAT.

15041. **WORKING PARTIES 2009/10**

**RESOLVED:** That the following be members of the following Working Parties until the next Annual Council Meeting or until the Committee's dissolution, whichever was the earlier:

**Staffing Working Party**

Cllr Allan\*  
Cllr Mrs Hearn  
Cllr James  
The Clerk

**Internal Audit Review Working Party**

Cllr Allan\*  
Cllr Harris  
Cllr Townsend

**Information Topics Working Party**

Cllr Berdinner  
Cllr Harris  
Cllr James\*  
Information Officer

15042. **GRANTS 2009/10**

Letters of thanks had been received from Tring Beavers Swimming Club, Dacorum District CAB, Tring in Transition and the IRHH.

Under the Powers specified against each item the Council **RESOLVED** to confirm the following grants already specifically identified in the Estimates of Income & Expenditure:

- (i) To the T&DLH&MS £2,000 annual endowment *S145(1)(d) of the LGA 1972*
- (ii) To the Tring Youth Town Council £230 for general expenses *S137 of the LGA 1972*
- (iii) To the Tring Environmental Forum £400 for general expenses *S137 of the LGA 1972*
- (iv) To Tring Together Ltd £5,000 towards the salary of the Project Officer *S137 of the LGA 1972*
- (v) To Tring Together Ltd £1,000 towards the Tring Christmas Festival *S145 of the LGA 1972*
- (vi) To Tring Youth Project £5,000 towards the Temperance Hall Project *S137 of the LGA 1972*

Under S137 of the Local Government Act 1972 the Council **RESOLVED** to make the following grants:

- (i) To the Justice & Peace Group Tring the sum of £100 towards the production of its 'Tring Guide to Local Produce'. The Chairman declared a personal interest in this item as the Guide had been produced at the behest of Tring in Transition of which his wife was Chairman and he was a member.
- (ii) To the 2457 (Tring) Squadron ATC the sum of £200 towards various electronic equipment needed for training purposes.

Under S145 of the Local Government Act 1972 the Council **RESOLVED** to make the following grants:

- (i) To the Tring Salvation Army the sum of £100 towards the expenses associated with its Christmas concert.
- (ii) To Tring Festival Company the sum of £200 towards the Court Youth Theatre's summer activities.

15043. **ANNUAL ACCOUNTS 2009/10**

The Budget v. Actual statement to date was noted.

15044. **INTERNAL AUDIT 2008/09**

The Internal Auditor's interim report had been circulated with the agenda. It was **RESOLVED**: that the Internal Auditor's report be received.

The Committee congratulated the Clerk and her Assistant for the very complimentary report from the new Internal Auditor. All five recommendations had, or were about to be, acted upon.

15045. **INSURANCE PROVISION 2009/10**

- (i) The Committee noted and approved the Council's insurance provision for 2009/10.
- (ii) The Committee agreed that the Council's Public Liability cover should be increased to £10m with immediate effect, in accordance with the Internal Auditor's recommendation.

15046. **REVIEW OF INVESTMENT POLICY**

This item referred to Minutes 14800 and 14838. In view of the current level of Council investments on the Treasury Reserve, and the current apparent stability of UK banks, the Committee instructed the Clerk to implement the decision to split the amount between NatWest and Barclays Banks as originally agreed in December 2008 (Minute 14800).

15047. **PWLB LOAN FOR UNSPECIFIED ALLOTMENTS PROVISION**

The PWLB loan (reference no. 304089) currently stood at £826 and had an unexpired period of 26 years. The fixed rate of interest stood at 5% p.a. No records existed either at this Council or the PWLB, other than to identify the loan as related to 'allotments'. In view of the small amount involved to pay it off (approximately £925) and the high balance levels and small returns currently from the Council's Reserves, the Committee **RESOLVED** to pay off the loan as soon as practicable.

15048. **SUBSCRIPTIONS TO OUTSIDE BODIES**

The Clerk had circulated a report with the agenda listing all the organisations to which the Council subscribed and the probable amounts this year. The Committee agreed to maintain the current memberships and not to add to the list unless specific circumstances arose.

15049. **INFORMATION OFFICER'S REPORT**

The Information Officer's Report for the period December 2008 to June 2009 had been circulated. The Committee congratulated her on the report and the work she was doing on the Council's behalf.

15050. **TOWN WARDEN'S REPORT**

The Town Warden's Report for the period 1<sup>st</sup> October 2008 to 31<sup>st</sup> March 2009 had been circulated with the agenda. The Committee thanked the Town Warden for his continued hard work. DBC councillors would be investigating responsibility for the state of the Streamside Walk stream in Brook Street.

15051. **ANNUAL ACCOUNTS 2008/09**

The Clerk had circulated the draft end of year figures, Notes to the Accounts and the Annual Governance Statement with the agenda.

It was **RESOLVED** to recommend to Council on 29<sup>th</sup> June 2009 that the Annual Accounts for 2008/09 and the Annual Governance Statement be approved and adopted.

15052. **ALLOTMENTS & ENVIRONMENT COMMITTEE – USE OF RESERVES**

This item had been referred over from Minute 15033 of the Allotments & Environment Committee of 15<sup>th</sup> June 2009. The P3 grant from HCC this year was £218 short of the amount needed to install two kissing gates on FP56. In view of the otherwise underuse of the £1,000 grant, the Committee was asked by A&E to allow the use of £218 from Reserves to make up the shortfall. The Committee agreed.

15053. **EXCLUSION OF PUBLIC & PRESS**

It was **PROPOSED** by Councillor Batchelor, **SECONDED** by Councillor Mrs Hearn and **RESOLVED:** That under Section I of the Public Bodies (admission to Meetings) Act 1960 the public and press be excluded during the Items in Part II of the agenda for this meeting, because it was likely that publicity would prejudice the public interest by reason of the confidential nature of the business or for other special reasons arising from the nature of the business or proceedings.

15054. **ANNUAL ESTABLISHMENT REVIEW**

The Clerk had presented a report to the Committee, which was noted. It was **RESOLVED:**

- (i) To note that the National Pay Settlement for 2008/09 had been agreed in March 2009 at 2.75%; and had been paid from 1.4.08 to 31.3.09. The NPS for 2009/10 had only just entered the negotiation stage. All the following pay levels would be subject to that agreement and implemented from 1<sup>st</sup> April 2009.

- (ii) To confirm the Clerk's salary on Scale LC3 Substantive Point 47 (top of scale) pro rata 30/37 for 2009/10.
- (iii) To confirm the Information Officer's salary on Scale LC1 Substantive Point 22 (top of scale) pro rata 26/37 for 2009/10.

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15054. **ANNUAL ESTABLISHMENT REVIEW/Contd.**

- (iv) To confirm the Assistant to the Clerk's salary on Scale LC1 Above Substantive Point 25 (top of scale) pro rata 22/37 for 2009/10. To note her intention to retire on 31.3.10.
- (v) To authorise the Clerk, in association with the Staffing Working Party, to begin consideration of recruitment of the Assistant to the Clerk's successor.
- (vi) To confirm the Town Warden's salary for 2009/10 at Local Pay Scale 17 pro rata 30/37, plus pro rata payment, or time in lieu, for additional/evening duties required.
- (vii) To confirm the salary of the Clerk to the Youth Town Council on LC1 Above Substantive Point 25 for 2009/10.
- (viii) To confirm the hourly wage of the Market House caretaker from 1<sup>st</sup> April 2009 at £6.41.
- (ix) To confirm the hourly wage of the Outside Worker from 1<sup>st</sup> April 2009 at £6.41.
- (x) To confirm the hourly wage of the Information Assistants from 1<sup>st</sup> April 2008 at £6.41.
- (xi) To thank the volunteers in the Information Centre for their continuing support of the Council's work.
- (xii) To note the Clerk's and the Council's changed contribution rates to the Hertfordshire Local Government Scheme from 1<sup>st</sup> April 2009.

Councillor Mrs Hearn left at 8.23 p.m.

15055. **THE COUNCIL'S RETAINED PROFESSIONAL ADVISORS AND CONTRACTORS**

**RESOLVED:** To note the report concerning the retention of the Council's advisors and contractors for 2009/10; and to approve the levels of remuneration.

The meeting ended at 8.24 p.m.

Chairman