

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

MONDAY

21st JUNE 2010 at 7.30 p.m.

Present: Councillors: J. S. Allan (in the chair)
W. D. Berdinner
L. J. Harris
Mrs P. J. Hearn
Mrs R. L. Ransley (ex officio)
C. F. Townsend

Also present: Councillors: J. R. Jameson
N. A. Hollinghurst

Mrs B Daytonn, Deputy Clerk
No members of the public

15511. **APOLOGIES**

No apologies for absence were necessary.

15512. **COMMITTEE TERMS OF REFERENCE**

The Committee noted its revised Terms of Reference confirmed at the ACM 10th May 2010.

15513. **DECLARATIONS OF INTEREST**

Councillor Mrs Hearn declared a prejudicial interest in item 8 Annual Accounts & 17 Retained Professional Advisors as her husband was the Council's tenant. Councillor Nick Hollinghurst declared a prejudicial interest in item 7(ii) as he is Treasurer for Age Concern Dacorum. Councillor Denise Rance declared a prejudicial interest in item 7(ii) as she is Director of Sportspace.

15514. **MINUTES**

The Minutes of the Finance & Policy Committee meeting held on 8th March 2010 were confirmed as a true record and signed by the Chairman.

15515. **MATTERS OF REPORT**

Deferred to Ordinary Council Meeting to be held on Monday 28th June 2010.

15516. **WORKING PARTIES 2010/11**

(i) It was **RESOLVED** that the following be members of the four 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
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10-year Plan Review Working Party Cllr Allan*
Cllr Hearn
Cllr Ransley

*Denotes convenor 2010/11

(ii) Additional Working Parties were not required at this time.

15517. **GRANTS 2010/11**

Letters of thanks had been received from the Hospice of St. Francis and the Tring Table Tennis Club.

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 £250 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 1066 Club for the Blind and Partially Sighted £150 in line with last year.
- (ii) To Tring Beavers Swimming Club for the disabled £150. Deputy Clerk to research whether they had two grants last year totalling £300 or a single grant of £300, also to write letter letting them know the door is still open for them.
- (iii) To the Justice and Peace Group. In order to receive a grant the Council requested a more detailed breakdown of their accounts for the next Finance & Policy meeting. Deputy Clerk to action.
- (iv) To Age Concern Dacorum £200.

15518. **ANNUAL ACCOUNTS 2010/11**

The Budget v. Actual statement to date was noted.

15519. **INSURANCE PROVISION 2010/11**

The Committee noted and approved the Council's insurance provision for 2010/11.

15520. **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 to not add to the list unless specific circumstances arose.

15521. **INFORMATION OFFICER'S REPORT**

The Information Officer's Report for the period December 2009 to May 2010 had been circulated with the agenda. The Committee thanked Carole Mayger for her final report as she retired on 30th May 2010. The whole Council expressed its thanks and appreciation for all the work she had done on behalf of the Council after 6 years as the Information Officer.

15522. **TOWN WARDEN'S REPORT**

The Town Warden's Report for the period 1st October to 31st March 2010 had been circulated with the agenda. The Committee thanked the Town Warden for his superb report.

15523. **INTERNAL AUDIT 2009/10**

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 complimentary report from the Internal Auditor. The Auditor recommended that consideration be given to moving towards making more payments electronically, rather than by cheque. This would deliver value for money by saving staff time, allowing the Council to benefit from lower rates (e.g. on utility bills), and reduced postage and banking costs. This is to be investigated, as at present there appeared to be no facility to allow for the two signatory requirement for electronic payment.

15524. **ANNUAL ACCOUNTS 2009/10**

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 28th June 2010 that the Annual Accounts for 2009/10 and the Annual Governance Statement be approved and adopted.

C. F. Townsend arrived at 8.00 p.m.

15525. **EXCLUSION OF PUBLIC & PRESS**

It was **PROPOSED** by Councillor Penny Hearn, **SECONDED** by Councillor Lloyd Harris 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.

The Committee agreed on temporary help for the Deputy Clerk until the Clerk returned from sick leave. The arrangements to be approved at the Council Meeting on 28th June.

15526. **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 2009/10 had been agreed at 1%. The Award for 2010/11 was likely to be nil for those on Point 15 and above; but maybe a small increase for those below.
- (ii) To confirm the Clerk's salary on Scale LC3 Substantive Point 47 (top of scale) pro rata 30/37 for 2010/11.
- (iii) To confirm the appointment of a new Information Officer on 26th July 2010 on Scale LC1 Substantive. Her starting salary would be on Point 19 pro rata 26/37 rising to Point 20 on permanent appointment.
- (iv) To confirm the Deputy Clerk's salary on Scale LC1 Above Substantive Point 23 pro rata 22/37 for 2010/11. Her salary would be reviewed on possible permanent appointment at the F&P meeting due to be held on 6th September 2010.
- (v) To confirm the Town Warden's salary for 2010/11 at Local Pay Scale 17 pro rata 30/37, plus pro rata payment, or time in lieu, for additional/evening duties required.
- (vi) To confirm the salary of the Clerk to the Youth Town Council on LC1 Above Substantive Point 25 for 2010/11.

- (vii) To confirm the hourly wage of the Market House caretaker from 1st April 2010 at £6.41 (pay award pending).

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- (viii) To confirm the hourly wage of the Outside Worker from 1st April 2010 at £6.41 (pay award pending).
- (ix) To confirm the hourly wage of the Information Assistants from 1st April 2010 at £6.41 (pay award pending).
- (x) To thank the volunteers in the Information Centre for their continuing support of the Council's work.
- (xi) To note the provisions of the Hertfordshire Local Government Scheme from 1st April 2010.

15527. **THE COUNCIL'S RETAINED PROFESSIONAL ADVISORS AND CONTRACTORS**

It was **RESOLVED** to note the report concerning the retention of the Council's advisors and contractors for 2010/11, and to approve the levels of remuneration. Deputy Clerk to request a client care letter from Wilkins. The Council confirmed Wilkins on a temporary basis; Clerk to examine alternative quotations from local solicitors in Tring.

It was **RESOLVED** that the Information Topics Working Party was to meet to investigate into the Council's IT support, along with the web, e-mail and all computer related activities.

The meeting ended at 8.27 p.m.

Chairman