

## Minutes of the Finance & General Purposes Meeting held on Wednesday 01 March 2017 at 6.00pm at Seaton Valley Council Offices.

### PRESENT:

Committee members: D. Mullen, B Nixon, S Stanners and K Collier

### IN ATTENDANCE:

S Potts – Clerk

No members of the public

The meeting commenced at 6.02pm

#### FGP001/17 1. Apologies for absence

All members of the committee were present.

#### FGP002/17 2. Disclosure of interests

There were no declarations of interest.

#### FGP003/17 3. Minutes of the last meeting

The minutes of the last meeting held on 14 December 2016 were confirmed and signed as a correct record.

#### FGP004/17 4. Budget Control Update

The Clerk introduced his report which summarised the Council's projected income and expenditure for the year ended 31 March 2017 and compared this to budget.

The Clerk said that the projected underspend against budget of £26,500, (after adjustments for anticipated contributions to specific reserves) was more or less in line with previous estimates.

The Clerk highlighted some of the more major over and underspends shown in the analysis, although all of these had been drawn to the attention of members during the course of the financial year.

Members asked a number of questions about some specific budget heads which the Clerk answered. In particular the Chair asked about the overspend shown against Councillor Training (circ. £6,000) - the Clerk explained that this was in fact the cost of the recent By Election and that future reports would show the By Election as a separate cost centre.

This agenda item closed with a discussion on the financing of play parks through the Play Park Renewals and Replacement Fund and via S106 Contributions. The Clerk said that he would prepare a report for the Council's next full meeting to fully explain the current position to all Councillors.

**The Committee agreed to receive and note the Clerk's report**

## FGP005/17 5. Dates of Future Meetings

2017	Committee/Council	Time	Venue
Thurs 9 March	Planning	6pm	Seaton Valley Council Offices
Monday 20 March	Full Council	7pm	Seaton Valley Council Offices
Thursday 6 April	Planning	6pm	Seaton Valley Council Offices
Wednesday 26 April	Full Council	7pm	St Mary's Church, Holywell
Thursday 11 May	Planning	-	Cancelled

### EXCLUSION OF PRESS AND PUBLIC

**Resolved:** That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting during consideration of items 6. and 7. on the Agenda as they involve the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the 1972 Act relating to personal staff affairs.

## FGP006/17 6. Appointment to Allotment and General Maintenance Post and other Staffing Matters

The Clerk spoke about his report which recommended making a direct appointment to the new Allotment and General Maintenance Assistant Post without going through a formal recruitment process. The Clerk said that he had discussed the matter with the Council's HR advisors who are satisfied that the Council has a sound business case to support such action. The business case being based on the fact that the person to be appointed already carries out approximately 80% of the duties of the post; albeit on a self-employed basis.

The second part of the Clerk's report dealt with contractual changes to both the Service Officer's and the Engagement and Development Officer's Contracts of Employment. Such changes are required to implement Council's increased investment in Dog Fouling Prevention initiatives agreed as part of its 2017/18 budget process.

### The Committee Resolved To:

- **Appoint Mr Neil Cairns to the post of part time Allotments and General Maintenance Assistant with effect from 2 April 2017 on the salary detailed at paragraph 7 of the Clerk's report,**
- **Confirm that the appointment will be for an initial 12 month period, with a view to making the post a permanent position subject to satisfactory performance and the Council achieving the efficiencies it anticipates from the change in operating practices,**
- **Note that the contractual hours of the Services Officer and the Engagement and Development Officers' posts will be increased from 24 hours to 29 hours with effect from 1 April 2017, and**
- **Further note that these contractual changes will also be for an initial period of 12 months, subject to a review of the effectiveness of the policy of carrying out our own dog patrol services.**

**FGP007/17 7. Incident at Council Offices on Friday 24 February 2017**

Again the Clerk spoke about his report which described a recent incident which took place in the Council's Offices which could have resulted in injury/harm to an employee (s).

All members expressed their concern and asked that immediate procedures be put in place to avoid, as far as possible, such an incident happening again in the future.

The Clerk said that interim procedures had already been put in place to address the matter, and that he and the staff were giving further thought to what other proportionate security measures could be taken.

The incident really revolved around officers working alone; and in this respect the Clerk said that he would present a Lone Working Policy to the next meeting of Full Council.

**The committee agreed to note the report and support the interim arrangements that had been put in place to guard against such an incident happening again in the future.**

The meeting closed at 7.20pm.

Signed by the Chair: .....

Dated: .....