



FINANCE & GENERAL PURPOSES COMMITTEE

12th July 2022

PRESENT: Cllr Mark Thorpe (Chairman)
Cllr Philip Mann (Vice Chairman)

Councillor Sharmilee Bhowe
Councillor Alan Biggs
Councillor Toni Coombs
Councillor Lindsey Dedden

Councillor Spencer Flower
Councillor Sandra Grove
Councillor Matthew Parker
Councillor Kate Stephens

In Attendance: Carrie Lloyd, Town Clerk & Jan Sebire, Assistant Town Clerk
Public: 2

079/22/23 **Public Questions**

A member of the public raised concerns regarding the change of use to dental practice adjacent to her home, the unhelpfulness of some Dorset Council Officers and the costs incurred in maintaining Three Legged Cross which due to accessibility issues could not be accessed by some Verwood Residents.

The Chairman advised that the Planning matter needed to have comments fed back into Dorset's Planning System, Dorset Councillors present would take on board comments about Dorset Officers and the Town Clerk would find out the financial information requested and respond in due course.

080/22/23 **Minutes of the meeting held 14th June 2022**

The minutes were approved and signed by the Chairman as a true and accurate record.

081/22/23 **Apologies for Absence**

Apologies were received from Councillor Simon Gibson, Councillor Jane Russell and Cllr Kate Stephens

082/22/23 **Declarations of Interest**

There were no declarations of interest.

083/22/23 **Advice regarding Solar Farm Funds**

Cllr Flower advised that Dorset Council's s.151 Officer was still looking into this matter but separate bank accounts from the Town Council's were recommended.

084/22/23 **Youth & Community Centre Matters**

Members discussed various changes that needed to take place now that the Centre had been open for a year. It was considered important that a Mission Statement be agreed along with new Governance arrangements and a review

of operational staffing levels along with the last year’s figures for income, expenditure, hirers, young people’s attendance etc. **RESOLVED** that the matter be discussed at a dedicated meeting in August.

(Action: Town Clerk)

085/22/23 **HR Sub Committee**

Councillors noted the proposed Terms of Reference and **RECOMMENDED** that the Terms of Reference attached at Appendix A be approved and Cllrs Parker, Flower, Bhose, Dedden and Mann be nominated to the Sub Committee.

(Action: Town Clerk)

086/22/23 **Health and Safety Matters**

Members were advised that all issues raised were in hand or had been dealt with.

(Action: Assistant Town Clerk)

087/22/23 **Financial Update**

Members noted the Q1 figures against budget as circulated.

088/22/23 **Other reports and future agenda items**

There were none.

089/22/23 **Exclusion of the Press and Public**

RESOLVED that under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting by reason of the confidential nature or debate of the business to be transacted;

090/22/23 **Staffing Matters**

Members recognised that this was part of the wider discussion regarding the Youth and Community Centre and would delay debate on this matter until the Special Meeting.

091/22/23 **Financial Matters**

Members noted that the Council’s Finance Officer was off on long term sick leave. Members **RECOMMENDED** that no changes to their terms of employment be made until such time as the Finance Officer returns.

It was noted that the contractor engaged to fill in whilst the Finance Officer was absent had carried out the work to her best ability for which the Council was grateful but going forward the Town Clerk would carry out the Finance Function with additional assistance when required with a view to out sourcing the payroll function on a permanent basis to ensure continuity of service provision.

There being no further business the meeting closed at 8.30 p.m.

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Chairman

HR Sub Committee terms of reference

The HR Committee is a Sub-Committee of Verwood Town Council's Finance and General Purposes Committee .

Membership

The Committee shall consist of five members of Verwood Town Council, as agreed and minuted in a Finance and General Purposes Committee meeting.

Appointment of Sub-Committee

Verwood Town Council shall at their annual meeting in May determine the members of the Sub Committee.

Casual Vacancies

Verwood Town Council from among their members shall fill casual vacancies occurring in membership of the Sub Committee.

Frequency of Meetings

The Sub Committee shall meet as often as required, meeting frequency to be decided by request of full Council, the Clerk or the Committee. A quorum at each meeting shall be 3 members.

Functions of the Sub Committee

- To decide upon the arrangements for the appointment and appraisal of staff, including reviewing and updating contracts.
- To review and update where necessary the contract of employment and job description for any staff role, prior to any new appointment, and at least one every five years even if there is no new appointment required.
- To discuss and agree the process for any new appointment, including job description, shortlisting criteria and interview dates. Normally all correspondence with candidates and referees should be by the Clerk, but in the Clerk's absence this should be by a member of the Committee who has been appointed to that role by full Council.
- To recommend to full Council, after interview and due consideration, suitable candidates for appointment. Decision on appointment is made by full Council.
- To consider remuneration levels for staff, including any changes to pay grades, if required. To make recommendations to full Council for approval where there are financial implications. Note – any nationally agreed annual increase as announced by SLCC/NALC will be automatically awarded to staff.
- To deal with any matters that are raised under Verwood Town Council's own specific policies and any applicable national legislation such as disciplinary, grievance, health and safety as it applies to staff, any Code of Conduct matters that apply to staff, any HR disputes, or other HR related issues.