



Ross-on-Wye Town Council

Minutes of the meeting of the Finance & Personnel Committee
held on Monday 3rd December 2018 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor J Gren (Chairman), Councillor C Bartrum,
Councillor D Ravenscroft and Councillor J Utting
Ex Officio Members: Councillor H Bramer
Substitute Member: Councillor R Mayo

In attendance: Mrs S Robson - Town Clerk

There were no members of the public and no members of the press present.

FP18/12#79 **Apologies for Absence**
Councillor V Coker, Councillor J Hyde

RESOLVED – to accept the apologies given

FP18/12#80 **Declarations of Interest**
None received

FP18/12#81 **Dispensations**
None

FP18/12#82 **Public Participation**
There were no members of the public present

FP18/12#83 **To resolve to exclude members of the press and public**
[Public Bodies \(Admission to Meetings\) Act 1960](#)
To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Mayo

RESOLVED – that agenda item FP18/12# 90 – ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP18/12#84 **Finance & Personnel Committee Meeting Minutes** - to confirm and sign the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 1st October 2018.
[LGA 1972, Sch 12 para41 \(1\)](#).

RESOLVED – that the minutes of the previous meeting of the Finance & Personnel Committee held on Monday 1st October 2018 be signed as a correct record.

FP18/12#85 **Action Review Summary** – to receive and review outstanding actions
No further updates since the last meeting.

RESOLVED – to receive and note the report.

FP18/12#86 **Town Clerk’s Report** - to receive and note update from Town Clerk

- Low Claims Rebate on Insurance Policy – refund in sum of £326.67
- Bank Mandates – the mandate to be updated to remove C Gray, committee agreed not to add another member.

RESOLVED – to receive and note the report.

FP18/12#87 **Policies**

a) **To review the Council’s policy on the following;**

- Statement of Internal Control (last reviewed July 2017)

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to approve the policy with the amendments proposed.

b) **to approve replacing the previous Appraisal Policy with the proposed Staff Appraisal Policy and Procedure.**

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to approve the proposed new policy to replace the previous one with immediate effect.

FP18/12#88 **Budget**
To receive and note the current budget report for YTD figures 2018/2019.
Looking at committee spends in future months

Deferred

FP18/12#89 **Finance**
To receive and note the Council’s Bank balances and review the balances of general and earmarked reserves.

RESOLVED – to receive and note the report.

FP18/12#90 **In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item FP18/12 # 83 above refers)**

Staff in Confidence - Staffing Update

- i) To receive verbal report on members of staff during their probationary period

Members were appraised of the progress of the three new members of staff, two who are still in their probationary period, and the third having been confirmed as a permanent member of staff.

- ii) To receive and consider report and recommendations for the Review of the Staffing Structure.

Proposed: Councillor Bramer
For: 5 Against: 1

Seconded: Councillor Ravenscroft

RESOLVED – to receive and note the contents of the confidential written report and approve the two Officer Recommendations effective April 2019.

There being no further business the meeting closed at 8.10pm

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Chairman

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Date