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NORTHAM TOWN COUNCIL
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The Council's policy may be viewed on the Policies page of its [website](#).

To: All Members of the Northam Town Council
Finance and Human Resources Committee
Cc: All Members of the Northam Town Council

You are hereby summoned to attend a meeting of the Finance and Human Resources Committee which will be held on Wednesday 10th April 2024 at 10.00am in the Council Committee Room, Town Hall, Windmill Lane, Northam.

The agenda for the meeting, which relates to Human Resource issues only, is set out below. A further meeting of this committee will be held on 24th April 2024 at 10:30am at which all finance matters will be presented for consideration.

M. J. Mills

Jane Mills, BA(Hons) Community Governance, Fd Community Governance
FSLCC, MILCM,

Date of issue: 4th April 2024

The following are members of the Finance and HR Committee: Councillors Hodson, (Chair) Bach, Edwards, Himan, Leather, Tait and Whittaker, plus the Mayor (Ex-Officio). All Members of the Council are entitled to attend.

AGENDA

- 1 Apologies**
- 2 Chair's announcements**
- 3 Declarations of interest**
- 4 To agree the agenda between Part A and B (confidential matters)**
- 5 To confirm and sign the minutes of the meeting held 6th March 2024 (*herewith*)**
- 6 Action Points (*herewith*)**

7 Public Participation

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.

8 To consider and confirm the project brief for the WorkNest staffing review (verbal).

9 To note the date of the next meeting: 24th April 2024 at 10:30am

Part B

10 To resolve: that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting

11 To confirm and sign the minutes of the meeting held 6th March 2024 (Part B) (herewith)

12 To consider the staff appraisals carried out February 2024 (verbal)

13 To discuss staffing matters

14 Overtime report (to follow).

15 To resolve to re-admit members of the press and public.

Action Points for Finance & HR COMMITTEE Meeting APRIL 2024

Chair's announcements	Hard copy of agenda to be sent to all committee
To consider a request from Climate Emergency Committee <ul style="list-style-type: none"> • Reviewing procurement policies for sustainability • Review of sustainable investment opportunities 	It was agreed that both items be referred to Review Committee in the first instance.
To consider the Staff Handbook as reviewed by Worknest.	It was agreed to defer this item to the next meeting. Members to be provided with details of the changes from the current handbook. Action Point: Provide Members with details of changes from the current handbook agenda next meeting. Matter deferred to the next meeting.
To consider the purchase of trench covers £205 each (minimum 3 per order) It was resolved to purchase trench covers at a cost of £615.00. Proposed: Cllr Leather, seconded Cllr Whittaker (all in favour) Action Point: proceed with purchase of trench covers.	It was resolved to purchase trench covers at a cost of £615.00. Proposed: Cllr Leather, seconded Cllr Whittaker (all in favour) Action Point: proceed with purchase of trench covers.
Staff issues Part B	Issues to be actioned.
To consider exploring the benefits of NTC joining with other local authorities and organisations in offering a Town Lottery.	Town Clerk to send links to the presentation and agenda in the future.

Minutes of the meeting of the Finance and Human Resources Committee held in the Chamber, Town Hall Windmill Lane, Northam, 6.30pm 6th March 2024

Present: Cllrs Hodson (Chair), Bach, Edwards, Himan, Leather, Tait, Whittaker and the Mayor (Peter Hames) ex-officio

In attendance: Mrs M J Mills - Town Clerk

2403/802 Apologies: All Members present.

2403/803 Chairman's announcements

The Chair requested that hard copy of agendas are supplied to all committee members in future.

Action Point: Hard copy of future agendas to be sent to all committee members.

2403/804 Declarations of interest

Members were reminded that all interests must be declared prior to the item being discussed.

2403/805 To agree the agenda between Part A and B (confidential matters)

It was **resolved** to agree the agenda between Part A and B (confidential matters)

Proposed: Cllr Whittaker, seconded: Cllr Leather (All in favour)

**2403/806 To confirm and sign the minutes of the meeting held 31st January 2024
Pt A**

It was **resolved** to confirm and sign the minutes of the meeting held 31st January 2024 Pt A

Proposed: Cllr Leather, seconded: Cllr Bach (majority in favour, one abstention, not present at the meeting.)

2403/807 Action Points

It was agreed to note the Action Points

2403/808 Public Participation

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes. No members of the public were present.

2403/809 To consider invoices for payment and financial reports

To include reconciliation, lists of payments and receipts, budget information to date and list of outstanding invoices.

It was **resolved** to accept the invoices for payment and financial reports.

Proposed: Cllr Leather, seconded: Cllr Himan (All in favour)

2403/810 To consider applications for funding

It was **resolved** to make a grant to SS Freshspring of £100 after receiving a completed application form and all required documentation
Proposed: Cllr Leather, seconded Cllr Whittaker (majority in favour one abstention)

It was further **resolved** to make a grant to the Methodist Church of £500 after receiving a completed application form and all required documentation
Proposed: Cllr Leather, seconded Cllr Whittaker (all in favour)

2403/811 To note reviews and actions requested

- **Risk review**
This was referred to Review Committee
- **Investment Strategy**
This will be considered after presentations have been received.
- **Internal Control**
Copies of HR reports from Worknest requested. Cllr Tait requested a check on the number of Full Council meetings held during the Financial Year, The Town Clerk confirmed that the figure in the report was correct.

It was **resolved** to note the reviews and actions requested.

Proposed: Cllr Hodson, seconded Cllr Leather (all in favour)

2403/812 To consider a request from Climate Emergency Committee

- Reviewing procurement policies for sustainability
 - Review of sustainable investment opportunities
- It was agreed that both items be referred to Review Committee in the first

instance.

Action Point: Refer items to Review Committee.

2403/813 To consider the Staff Handbook as reviewed by Worknest.

It was agreed to defer this item to the next meeting. Members to be provided with details of the changes from the current handbook.

Action Point: Provide Members with details of changes from the current handbook agenda next meeting.

2403/814 To consider the purchase of trench covers £205 each (minimum 3 per order)

It was **resolved** to purchase trench covers at a cost of £615.00.

Proposed: Cllr Leather, seconded Cllr Whittaker (all in favour)

Action Point: proceed with purchase of trench covers.

