

**Minutes of the meeting of the Finance and Human Resources Committee held by Zoom on Monday 15<sup>th</sup> March 2021 at 6.00pm**

**Present:** Cllr Leather (Chairman), Mrs Hodson, Mrs McCarthy, Chalmers, Edwards, Hames, Laws, Sargent and Tisdale

**In attendance:** Mrs M J Mills - Town Clerk  
Mr G Langton - Deputy Town Clerk  
Mrs P Moores – Assistant Town Clerk

**2103/1290 Apologies**

Apologies were recorded on behalf of Cllr Miss Manley

**2103/1291 Chairman's announcements**

There were none.

**2103/1292 Declarations of interest**

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

**2103/1293 To agree the agenda between Part A and Part B (confidential information)**

It was **resolved** to agree the agenda between Part A and Part B  
Proposed: Cllr Sargent, Seconded: Cllr Tisdale (all in favour)

**2103/1294 To confirm and sign the minutes of the meeting held 15<sup>th</sup> February 2021**

It was **resolved** to confirm the minutes of the meeting held 15<sup>th</sup> February 2021  
Proposed: Cllr Leather, Seconded: Cllr Tisdale (all in favour)  
The minutes will be signed at a later date.

**2103/1295 Action Points**

Action Points were noted.

**2103/1296 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.*

No members of the public were present.

**2103/1297 To consider invoices for payment and financial reports**

It was **resolved** to accept the invoices for payment and financial reports.  
Proposed: Cllr Tisdale, Seconded: Cllr Leather (all in favour)

**Action Point – Town Clerk to place item on Full Council agenda to formally record the provisos/conditions that are recorded on assets we take on from Torridge District Council.**

## Part B

***During Zoom meetings Members are required to confirm that they are alone during Part B***  
Members all confirmed this.

- 2103/1298 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**  
It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded from the meeting  
Proposed: Cllr Leather, Seconded: Cllr Tisdale (all in favour)
- 2103/1299 To confirm and sign the minutes of the meeting held on 15<sup>th</sup> February 2021 Part B**  
It was **resolved** to confirm the minutes of the meeting held on 15<sup>th</sup> February 2021 Part B as a correct record. They will be signed at a later date.  
Proposed: Cllr Tisdale Seconded: Cllr Sargent (all in favour)
- 2103/1300 To review and confirm arrangements for insurance cover in respect of all insured risks (report herewith)**  
It was **resolved** to accept the review and confirm the arrangements for insurance cover in respect of all risks.  
Proposed: Cllr Laws, Seconded: Cllr Tisdale (all in favour)

The Assistant Town Clerk left the meeting at this juncture.

- 2103/1301 To consider staff matters**  
Members were advised that the majority of the appraisals have now taken place, two are arranged for this week. Subject to these being satisfactory all members of staff will move on to the next spinal column point as pay scales were re-organised last year and as a result no-one is at the top of their scale.
- Members were advised that the Admin Apprentice was very concerned about the suitability of her studies at Level 3 of the Business Course. They do not appear to bear any resemblance to working within a Council. It was therefore suggested that she should discontinue her college studies and be appointed as an Admin Assistant on a permanent basis and should continue her studies, as appropriate, by studying ILCA and follow that with CILCA. Members commented on what a valued member of staff she had become, she is helpful and industrious and we should continue to support her. It was **resolved** to recommend to Full Council that she ceases her apprenticeship role and is offered the post of Administrative Assistant, starting on spinal column Point 1, subject to recruitment and employment regulations being complied with.  
Proposed: Cllr Mrs McCarthy, Seconded: Cllr Tisdale (all in favour)
- 2103/1302 To resolve to readmit members of the press and public**  
It was **resolved** to readmit members of the press and public  
Proposed: Cllr Laws, Seconded: Cllr Tisdale (all in favour)

There being no further business the meeting closed at 7.00 pm

Signed..... Dated .....