

MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE held 22nd July, 2013.

PRESENT: Cllrs R.D.Willimott (Chairman), Mrs M.Fletcher, Mrs M.Barry, P.Chambers, Mrs B.Willimott, Mrs B.Wing, Mrs J.Layton, Mrs M.Handley, J.Handley, M.Brown.

APOLOGIES: The apologies of Cllrs I.Coupland, A.Limb and R.Wing were accepted.

(12) DECLARATIONS OF INTEREST: None.

(13) MINUTES: The minutes of the meeting held 24th June, 2013 were signed as a true and correct record.

(14) JOB DESCRIPTION: The job description for the Financial Secretary, as previously circulated, was approved.

(15) EMPLOYEE HANDBOOK: The 37 page draft Handbook had been revised by the Chairman and the Clerk together with Peninsula and a trade union representative. It was AGREED that subject to full Council approval this draft be accepted for consultation purposes.

(16) CONTRACTS: Using a Peninsula guide the Chairman and Clerk had drawn up template Statements of Main Terms (SMT) which could be tailored to suit all members of staff. It was AGREED that these templates be used for staff contracts and advice sought from Peninsula on how they would be implemented. A Staff Appraisal Scheme draft from Peninsula was similarly approved to begin consultations.

(17) DEVELOPMENT PROGRAMME: The Chairman presented a detailed list of the Council's current projects and advised Members of progress to date in particular the Code of Conduct and a Members area on the web site.

(18) EXCLUSION OF PUBLIC & PRESS: The Committee RESOLVED that, under Section 100A of the Local Government Act, 1972, the public and press be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 and 3 of Schedule 12A of the Act.

(19) REPORT OF THE INTERNAL AUDITOR: Copies had been previously circulated. Having read it in detail the Chairman said he would send an interim response acknowledging receipt of the report and at a later date produce a more substantive reply incorporating Member's responses. Cllrs Mrs Fletcher added that the Council's appreciation of the work of the Internal Auditor, who had stood down, should be recorded.

(20) GRANT APPLICATION: The Chairman agreed to the late inclusion of an application from Mrs L. Davey on behalf of a local cardiac and pulmonary disorder group wishing to purchase a defibrillator. A grant of £100 was AGREED. (Cllr Mrs Handley declared an interest in the item and took no part in the voting).

The meeting closed at 8.30pm.

Chairman