

HOUGHTON REGIS TOWN COUNCIL
Corporate Services Committee
26th November 2018 at 7.30pm.

Present: Councillors: D Abbott Chairman
J Carroll
Ms J Hillyard
M Kennedy
A Swain
K Wattingham
T Welch

Officers: Debbie Marsh Corporate Services Manager
Louise Senior Head of Democratic Services

Public: 0

Apologies: Councillors: 0

9675 APOLOGIES & SUBSTITUTIONS

None.

9676 QUESTIONS FROM THE PUBLIC

None.

9677 DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

None.

9678 MINUTES

To approve the Minutes of the meeting held on 24th September 2018.
There were no matters arising from the Minutes.

Resolved: To approve the Minutes of the meeting held on 24th September 2018 and for these to be signed by the Chairman.

9679 TO RECEIVE THE MINUTES OF THE FOLLOWING MEETINGS

Personnel Sub-Committee: 15th January 2018, 14th May 2018 and 16th July 2018.

Resolved: To receive the Minutes of the Personnel Sub-Committee meetings of 15th January 2018, 14th May 2018 and 16th July 2018.

9680 BUDGET REVIEW

Members received the income and expenditure report, highlighting significant variances, for Corporate Services Committee to date.

- Resolved:**
1. **To note the report;**
 2. **To transfer in from EMR 332 £5260 Election costs to offset the cost of the by-election;**
 3. **Not to complete the transfer to EMR 332 Election Costs from code 102-4991;**
 4. **To transfer £430 from 190-4008, Training, to 190-4007, Conference Costs.**

9681 BANK AND CASH RECONCILIATION STATEMENTS

Members received the monthly bank and cash reconciliation statements from September to October 2018.

- Resolved:**
1. **To approve the monthly Bank and Cash Reconciliation statements from September to October 2018;**
 2. **For these along with the original bank statements to be signed by the Chair of Corporate Services Committee and the Council's RFO.**

9682 LIST OF CHEQUE PAYMENTS

Following the disbandment of the Accounts Sub-Committee, for information, Members will find a list of cheque payments for the period July to October 2018.

- Resolved:** **To note the information.**

9683 INVESTMENT REPORT

In accordance with Committee Functions, Financial Regulation 8 and Banking Arrangements, Investment Strategy & Investment Arrangements.

The Corporate Services Committee were to oversee and manage the financial obligations of the Council, including:

- To receive quarterly reports on investments containing a forecast of capital expenditure, investment opportunities and a recommendation for further investment including where, length and amount

Cllr Carroll requested the it be noted that he abstained from agreeing the recommendation to note the report.

- Resolved:** **To note the report.**

9684 DRAFT BUDGET 2019/20

Members received the draft budget for 2019/20 for initial consideration along with explanatory notes.

It was agreed that consideration of the draft budget would be discussed within members own groups in order to come to a consensus.

9685 REVIEW OF VISION – CORPORATE SERVICES COMMITTEE

Members received an extract from the Houghton Regis: Our 2020 Vision as it related to this committee which updated Members on the current status of the agreed Outcomes.

Members queried why item 5b (review democratic structure to ensure that the Town Council delivers its 5 objectives), was still red on the status document. Members were informed that this item had been discussed at the Town Council meeting held on the 8th October 2018 (9608) and that no conclusion had been agreed upon.

Members agreed to continue to work on suggestions that would facilitate cross party support.

Resolved: To note the report.

9686 STATUTORY FUNCTIONS POLICY

At the previous Corporate Services committee meeting members requested that a Statutory Functions Policy (as per 5k of the Town Council’s Vision (Develop a HRTC policy position on statutory functions provided by outside bodies)) be drafted for consideration.

Members received a draft policy for consideration, after discussion members suggested slight amendments to the document and that following these amendments the Statutory Functions Policy be recommended to Town Council for approval.

Resolved: To recommend to Town Council that the Statutory Functions Policy, following the agreed amendments, be approved.

9687 REVIEW OF TOWN COUNCIL MEMBERSHIP TO OTHER BODIES

In accordance with the approved Committee Functions and Terms of Reference the Corporate Services Committee was required to annually review the Council’s and/or employees’ memberships of other bodies.

<i>Membership</i>	<i>Period</i>	<i>Annual Subscription</i>
Society of Local Council Clerks (SLCC)	Annual	£350
Bedfordshire Association of Town & Parish Councils (NALC)	Annual	£2,080
Institute of Cemetery and Crematorium Management	Annual April to March	£90 (no increase from 2015)

Association of Accounting Technicians (AAT)	Annual	£94
Association of Local Council Clerks	Annual	£30
Information Commissioners (ICO)	Annual Officer	£40

9688 REVIEW EXISTING CONTRACTS

<i>Contract</i>	<i>Period</i>	<i>Annual Expenditure</i>	<i>Signed</i>
IT Support & Hosting	Not less than 30 days' notice prior to expiry of current years renewal date (renewal date 1st October)	£1,800	3rd October 2017
Website hosting	Annual fee.	£150	
DCK Accounting	Annual arrangement.	£1,000	
Operation Hana	Annual arrangement. 1st October 2018 to 30 th September 2019 – one month's termination notice	£33,000	19 th September 2018
Internal Audit	Annual arrangement	£750 based on 3 days	
Human resources advisor	Three months' notice required.	£1,200	23rd August 2013
External audit	5 years from 2017/18 until 2021/22	£2,000	Appointed via Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015.
Town centre toilets	1st July 2016 – 30th June 2019	£18,360 plus consumables per annum	
Insurance	Long term agreement until 31st May 2019	£12,500 plus additional premiums relating to any changes in circumstance.	
Payroll	Annual arrangement	£750	

Photocopier	Contract expired	£2,223	Contract expired February 2017, ongoing rolling month.
Xmas lights	2016-2018	£9,750	
Employee Assistance	5 years from 1 st March 2017 – 28 th February 2022	£425	8 th February 2017

9689 REVIEW OF CHARGES

In accordance with Financial Regulation 9.3 Members received a list of charges for 2018/19 under the control of this Committee. It was not suggested that there be any increases in fees for 2019/20.

Resolved: To approve the charges for 2019/20.

9690 APPOINTMENT OF INTERNAL AUDITOR

In accordance with section 2.5 of the Town Councils Financial Regulations Members were requested to appoint Green Biro as the Council's Internal Auditor for 2018/19. This company was suitably qualified to provide internal audit services and was independent of the Town Council.

Resolved: To appoint Green Biro as the Council's Internal Auditor for 2018/2019.

9691 DISCIPLINARY & GRIEVANCE POLICY

Members were requested to consider revisions to the Town Council's Disciplinary & Grievance Policy. Members agreed on further amendments being made to the document but that following these amendments (as seen and agreed by the Chair of Corporate Services) to make a recommendation to Town Council for its approval.

Resolved: To recommend to Town Council that the Disciplinary & Grievance Policy, following the agreed amendments, be approved.

9692 CAPABILITY POLICY

At the previous Corporate Services meeting held on the 24th September 2018, Members of this Committee were asked to consider the attached Capability Policy and make a recommendation to Town Council for its approval.

Members felt that some of the wording was inconsistent and needed to be clear. It was felt that all written warnings should be authorised by the Town Clerk but that the use of 'may' within the document contradicted this.

Members received some clarification, from the Town Council's Human Resources provider, via email.

Members discussed the document in detail and felt there were areas of the document which could be worded in a clearer and more robust manner. Members agreed to defer this item until further advice had been sought from the Town Council's Human Resources provider.

Resolved: To defer this item until further clarification had been received by the Town Council Human Resources provider.

9693 S106 FUNDING

At the Planning Committee meeting on 1st October 2018 it was requested that all committees receive a copy of the details of all outstanding s106 monies held by CBC for consideration and comments.

Members received the report compiled by the council's planning consultant along with the table of funding.

Members asked if it was possible for the Corporate Services Manager to contact Central Bedfordshire Council in order to obtain expiry dates for those older s106 agreements.

9694 GDPR

At the previous meeting held on the 24th September 2018 Members were advised that NALC had confirmed that, following the outcome of an agreed late amendment to the Data Protection Bill, parish councils do not have a duty to appoint a Data Protection Officer.

Resolved: To note the information.

9695 PHOTOCOPIER CONTRACT

Members received a report detailing competitive quotes for a replacement photocopier.

Resolved: To enter into a contract with Company 3 for the supply, installation and maintenance of a Sharp MX3060N copier at a quarterly lease of £94 with copying charges of mono copies at 0.21p per page and colour copies at 2.14p per page.

The Chairman declared the meeting closed at 8.50pm

Dated this 4th day of March 2019

Chairman

DRAFT