

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD IN
THE MAYOR'S PARLOUR, TOWN HALL ON TUESDAY 19th NOVEMBER 2019 AT 6.30PM**

PRESENT: Mrs J Antill – Chair

Mr S Barrett – left the meeting at 7.15pm
Mr N Bennett
Mrs E Murphy
Mrs J Osborne
Mr R Spivey

Mrs J Howells – Town Clerk

1. SUBSTITUTES AND APOLOGIES

Any member attending as an approved substitute to report giving his/her name and the name of the member being substituted.

Mr L Cresswell and Mr J Owen were absent from the meeting but no apologies were received.

2. DECLARATIONS OF INTERESTS

No declarations of interest were received.

3. DECLARATION OF GIFTS AND HOSPITALITY

No declarations of gifts or hospitality were received.

4. REQUESTS FOR DISPENSATION

No requests for dispensation had been received.

5. MINUTES

RESOLVED

That the minutes of the Policy and Resources meeting held on the 15th October 2019 be confirmed and signed as a correct record.

6. REVIEW OF TOWN COUNCIL BUSINESS PLAN

Cllr. Antill advised members that work had been done to update the business plan. Cllr. Antill suggested that some of the figures be removed from the document as more detailed budget figures are available with the monthly finance minutes.

The updated business plan should be available for discussion at the January P&R meeting.

RECOMMENDED

That Cllr. Antill be thanked for her work on updating the business plan.

That the updated business plan be discussed at the January 2020 P&R meeting with the view to it being adopted by Full Council in February.

7. DELEGATED POWERS OF TOWN CLERK

The RFO had raised concerns about non-compliance with Financial Regulations when employing staff. The Town Clerk had sought advice from the Chair of the HR committee regarding employment of staff replacing a staff member who had resigned. It was mutually agreed at the time that as the engagement was under budget that the appointment would be advised at the next HR meeting as part of the 'staffing update'. However members agreed that the wording of 7.3 of the Financial Regulations specifies that 'no changes be made to any employee's terms and conditions' and that this should apply to all replacement staff.

Cllr. Antill recommended that the Town Council adopts a 'scheme of delegation' used in other Town Councils which makes it clear what the agreed delegated powers of all staff should be.

RECOMMENDED

That 7.3 of the Financial Regulations remains in place but a 'scheme of delegation' is agreed at a future P&R meeting for adoption by Full Council.

8. FORWARD WORK PLAN

The Forward Work Plan was noted by members.

Members requested that the formulation of a 'scheme of delegation' policy be added to the Forward Work Plan.

RECOMMENDED

**That the formulation of a 'scheme of delegation' policy be added to the Forward Work Plan.
That the Forward Work Plan be noted.**

The meeting concluded at 7.30pm

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Chairman