

A meeting of the FINANCE & GENERAL PURPOSES COMMITTEE of Arlesey Town Council held in Arlesey Village Hall, on Tuesday 1st June 2021 at 7.00pm.

PRESENT: Cllrs: R Wenham (Chairman) T Pang
I Dalgarno S Hamilton
P Arkle D Shelvey
S Spoor

In attendance: Mrs Janet Bailey (Town Clerk). No members of the public were present.

21-2/001 ELECTION OF CHAIRMAN & VICE CHAIRMAN FOR THE ENSUING YEAR

01.1 Nominations for Chairman of Finance & General Purposes Committee, followed by election.

RESOLVED: That Cllr Wenham is elected as Chairman of Finance & General Purposes Committee for the ensuing year.

01.2 Nominations for Vice Chair of Finance & General Purposes Committee, followed by election.

RESOLVED: That Cllr Hamilton is elected as Vice Chairman of Finance & General Purposes Committee for the ensuing year.

21-2/002 Apologies for Absence

No apologies had been received.

21-2/003 Declarations of Interest and Dispensations

(Members of the Council are invited to disclose any personal interest or personal and pecuniary interests they may have in any items on the agenda for this meeting in accordance with the Council's Code of Conduct for Members)

003.1 To receive declarations of interest from councillors on items on the agenda.
None received.

003.2 To receive written requests for dispensations for disclosable pecuniary interests.
None received.

003.3 To grant any requests for dispensation as appropriate. A request for dispensation must be made on an individual basis.
None received.

21-2/004 Public Participation- Standing Orders will be suspended at this point and re-instated before proceeding to the next agenda item - Public Participation up to a maximum of 15 minutes. Members of the public wishing to address the Council should note that they must advise the Council before 12 noon the day before the meeting both of their wish to participate and their topic. All participants are restricted to a maximum of three minutes.

There was no public participation.

21-2/005 Minutes of the Previous Meeting

To consider and approve the minutes of the Finance & General Purposes Committee meeting held on 2nd March 2021.

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on 2nd March 2021 be approved and be signed by the Chairman as a true recording of proceedings.

21-2/006 Planning Application

CB/21/01798/FULL:45 The Hermitage, Arlesey, SG15 6XF

Proposal: Conversion of garage to habitable space. Rear single storey extension demolition of existing conservatory.

RECOMMENDATION: that the Council strongly urge the Planning Officer to review the parking impact and give due consideration to impact resultant to removal of this garage as a parking facility.

21-2/007 Balance Sheet as at 31st March 2021- For Information Only – Members reviewed Interim Balance Sheet as at 31st March 2021 (month 12). No questions were posed to the Clerk.

21-2/008 Grounds Maintenance Operative Strimmer Course Enrolment – Members to consider registration and associated fee, for attendance of strimmer course in compliance with Health & Safety regulations.

RECOMMENDATION: that the Council approve Grounds Maintenance/Handy person course attendance at a fee of approx £168 +VAT (slight variation may occur as a result of mileage at £0.45 per mile) and assess any need for additional more in depth training after completion and when local college facilities recommence offering City & Guild Level 2.

21-2/009 Asset Register Review – Members to review Asset Register and consider raising the de-minimis value of assets included therein to fall in line with Clerk designated authority on spending. (internal auditor recommendation)

RECOMMENDATION: that Asset Register review be deferred until September following increase of de-minimis value to £1,000. Re-stating of figures for next years AGAR may be required as a result.

21-2/010 Cemetery Inclusive Accessibility – Members to acknowledge accessibility works required to enable inclusive access at cemetery.

RECOMMENDATION: that the Council approve accessibility works to install a dropped kerb to provide inclusive access to the cemetery. Materials required at under £200 to be installed by Grounds Maintenance/Handy person.

21-2/011 Cemetery Store Electricity Supply – Members to consider quotations received to install a light and socket in the Cemetery Store.

RECOMMENDATION: that the Council defer a decision until such time as further quotations are obtained.

21-2/012 Office Health and Safety at Work Project – Members to approve Clerk recommendation for transfer of £7.5k from Chase Hill Road Play Area EMR to an Ear Marked Reserve for Office equipment upgrade to meet Health & Safety requirements.

RECOMMENDATION: that the Council approve transfer of £7,500 from EMR363 – Chase Hill Road Play Area and put into a new EMR for Office Health and Safety project.

21-2/013 Resource Centre PC's - Members noted action taken under delegations to Chairman in conjunction with the Clerk, to temporarily suspend public access to pc's due to security issue. Cllr Dalgarno informed that a sum of s106 money from a recent development was available for use within the Resource Centre.

21-2/014 Outdoor Gym Complaint Update – Members received an update from Sovereign regarding equipment stability complaint explaining that an extension to warranty had been applied and quarterly inspections scheduled.

21-2/015 Public Participation on Items Arising from this Meeting- Standing Orders will be suspended at this point and re-instated before proceeding to the next agenda item.

There was no public participation.

21-2/016 EXEMPT BUSINESS

To resolve to exclude members of the public and press from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business on the grounds that that this business relates:

**Agenda item 17 - this business relates to labour relations issues
(Item 4: Annex B – Descriptions of Exempt Business/DCLG Open & Accountable Local Government).**

RESOLVED: that members of the public and press be excluded from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted

21-2/017 Variation to Staff Hours – Members considered ad hoc extension to contracted hours.

RECOMMENDATION: that the Council authorise delegation to the Clerk to agree overtime at the standard hourly rate applicable as required and to apply a variation to contract to accommodate this. All future employment contracts to include overtime as well as TOIL provision.

Going forward, Clerk delegated responsibility to approve staff overtime as required with overtime expenditure to be monitored by Town Clerk and kept within overall salary budget set for the year. Any potential budget overspend to be reported to Council for approval.

Meeting closed at 7.45pm

Chairman Date