

**STURMINSTER NEWTON TOWN COUNCIL**  
**MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING**  
held on Thursday 13 October 2022 at 7.15pm in The Council Chamber

Present:

Cllr N Dobson (Chairman)

Cllr A Donaldson

Cllr M Jones

Cllr H Lacey (Vice Chairman)

Cllr G Rose

Cllr H Reed

Cllr P Batstone

Cllr D Mantock

In Attendance: K Squire (Town Clerk) and J Drew (Finance Officer).

Members of the Public: None attending.

<b>Minute No.</b>	<b>Comments</b>	<b>Resolution</b> <i>The proposer is named first followed by the seconder</i>
22/23/116	<b>PUBLIC SESSION</b> There were no members of the public present.	
22/23/117	<b>APOLOGIES FOR ABSENCE</b> No apologies had been received.	
22/23/118	<b>DECLARATIONS OF INTERESTS AND DISPENSATIONS</b> No interests were declared and no written requests for dispensation had been received.	
22/23/119	<b>MINUTES OF THE PREVIOUS COMMITTEE MEETING</b> <b>The minutes of the Finance &amp; Personnel Committee meeting held on 14 July 2022, having been circulated and publicised prior to the meeting, were taken as read and approved for signature by the Committee Chairman as a true and correct record.</b>	Cllr Donaldson Cllr Rose
22/23/120	<b>BALANCE SHEET</b> The Balance Sheet at 30 <sup>th</sup> September 2022 had been previously circulated. <b>The Committee approved the Balance Sheet at 30<sup>th</sup> September 2022.</b>	Cllr Lacey Cllr Donaldson
22/23/121	<b>INCOME &amp; EXPENDITURE REPORT</b> The Income and Expenditure report at 30 <sup>th</sup> September 2022 had been previously circulated. <b>The Committee approved the Income and Expenditure Report at 30<sup>th</sup> September 2022.</b>	Cllr Rose Cllr Mantock
22/23/122	<b>APPROVAL FOR PAYMENTS IN EXCESS OF £2000</b> Invoices from Partnership Fire & Security for the new CCTV system totaling £16,375.20 (including £2,729.20 VAT), have been received. <b>The Committee approved payment to Partnership Fire &amp; Security of £16,375.20.</b>	Cllr Reed Cllr Lacey
22/23/123	<b>REPORT ON PAYMENTS MADE UNDER DELEGATION BETWEEN 1 JULY 22 and 30 SEPTEMBER 22</b> A list of the payments made under delegation had been previously circulated. Samples of payments made between these dates had been checked by Cllrs Donaldson and Dobson.	



**The Committee approved the payments made under delegation between 1.7.22 and 30.9.22**

Cllr Donaldson  
Cllr Dobson

22/23/124

**TO CONSIDER SERVICE LEVEL AGREEMENT TO SHILLINGSTONE PARISH COUNCIL**

The Town Clerk explained that the current arrangements were not cost effective for the Town Council, especially with reduced grounds staff hours. However, Shillingstone PC have paid up to 31 March 23 and it would be fair to give them notice to end the agreement from 1 April 23.

**The Committee agreed to end the service level agreement with Shillingstone Parish Council and give notice to 31 March 23.**

Cllr Reed  
Cllr Mantock

22/23/125

**TO CONSIDER THE GRANTS POLICY AND CONSIDER POSSIBLE CHANGES**

The current grants policy had been circulated prior to the meeting. The Clerk advised that in the current financial crisis many groups would be struggling with running costs and currently the policy does not allow applications for this purpose. The Clerk also suggested that having applications for grants open once a year did not allow for responding to urgent needs. Cllr Rose suggested the half the grant budget could be open in November to be awarded in January and the other half on a discretionary basis, during the year.

**The Committee agreed to make changes to the grants policy to allow groups to apply for specific projects and running costs. The Committee also agreed that half the grant budget should be awarded in January and half awarded during the year on a discretionary basis.**

Cllr Rose  
Cllr Lacey

22/23/126

**TO REVIEW THE TOWN COUNCIL COMPLAINTS PROCEDURE AND POLICY**

**The Committee agreed to readopt the existing policy in its current form.**

Cllr Donaldson  
Cllr Reed

22/23/127

**TO REVIEW THE DIGNITY AT WORK POLICY**

This will be reworded by the Clerk and Cllr Mantock and brought to the next Town Council meeting for consideration.

22/23/128

**TO CONSIDER SIGNING THE CIVILITY & RESPECT PLEDGE**

The Clerk had previously shared an online link to information regarding the Civility & Respect Pledge being endorsed by the sectors National and Regional associations.

**The Committee agreed to sign the Civility & Respect Pledge.**

Cllr Reed  
Cllr Mantock

22/23/129

**TO RECEIVE INFORMATION FROM MEMBERS AND DISCUSS PROPOSALS FOR FUTURE BUSINESS**

Cllr Lacey – had reported to Symonds & Sampson that a panel of fencing that has become loose, allowing access to the Clarke's yard site.

**The Chairman declared the meeting closed at 7.57pm.**

Approved on ..... Chairman's Signature .....

