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Alfreton Town Council

Finance and Personnel Committee

Agenda Tuesday 12th August 2023

Rodgers Lane,

Alfreton,

Derbyshire

DE55 7FF

Telephone

01773 520032

Town Mayor and

Elected Members

Alfreton Town Council.

30th August 2023

Dear Member,

I hereby give you notice that the next meeting of the Finance and Personnel Committee will be held

at **Woodbridge Junior School**

on: **Tuesday 12th August 2023 at 5 pm**

All Members of the Committee are summoned to attend for the purpose of considering and resolving the business to be transacted as set out in the following agenda.

Yours sincerely,

Tina Crookes

Tina Crookes

Town Clerk and Proper Officer

# **MEETING OF ALFRETON TOWN COUNCIL**

# **ORDER OF BUSINESS**

## 01/23fp To receive apologies for absence

## 02/23fp To receive any declarations of interest from Members

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time, or to request a dispensation. Please note that appropriate forms should be completed prior to commencement of the meeting.

## 03/23fp Recording and Filming of Council and Committee Meetings

The right to record, film and to broadcast meetings of the council and committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. Meetings or parts of the meetings from which the press and public are excluded may not be filmed or recorded. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner.

a. For the purposes of minute taking an Officer will record the meeting audially and delete the files once the draft minutes have been produced.

## 04/23fp Public Participation

The period of time designated for public participation at a meeting shall not exceed 20 minutes, a member of the public shall not speak for more than 3 minutes, unless directed by the Town Mayor of the meeting.

A question may only be asked if notice has been given by delivering it in writing or e-mail to the Town Clerk 7 clear days before the meeting, unless the Town Mayor regards it as urgent in his opinion.

A separate public participation procedure exists.

[**Link to Alfreton Town Council policies and procedures**](about:blank)

## 05/23fp To consider any items which should be taken in exclusion of the press and public

If the Council decides to exclude the press and public it will be necessary to pass a resolution in the following terms:- “That in view of the confidential nature of the business about to be transacted, to consider a resolution to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item. *A reason must be stated*

1. 06/23fp b To consider holiday and toil for holiday year ending August 2023
2. 06/23fp d To review living wage employer status

## 06/23fp To receive and consider agenda items in the order in which they have been notified.

1. Review/Implement policies:
   1. Scheme of delegation
   2. Annual leave policy and request form
   3. Appraisal Policy
   4. Capability Policy
   5. Staff Handbook
   6. TOIL policy
2. To consider holiday and toil for holiday year ending August 2023
3. To review funding opportunities and appropriate projects

[More cash to rescue community assets through expanded government fund - GOV.UK (www.gov.uk)](https://www.gov.uk/government/news/more-cash-to-rescue-community-assets-through-expanded-government-fund)

1. To review living wage employer status

https://www.livingwage.org.uk/

1. To consider councillor training

[NALC publishes an updated edition of The Good Councillor's guide to employment - News](https://www.nalc.gov.uk/news/entry/2472-nalc-publishes-an-updated-edition-of-the-good-councillor-s-guide-to-employment)

[Publications (nalc.gov.uk)](https://www.nalc.gov.uk/publications)

[Councillor Essentials | Derbyshire ALC](https://www.derbyshirealc.gov.uk/event/councillor-essentials-2023-09-14-217/register) £100.00 per delegate

[Civility and Respect Project (nalc.gov.uk)](https://www.nalc.gov.uk/our-work/civility-and-respect-project)

1. To consider the aims and objectives of the council for publication

**Date of next meeting: tbc**

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