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Alfreton Town Council

Minutes of the Finance and Personnel Committee

Meeting Held on

Friday 10th December 2024

At 6pm in Room 1

Committee Members Present:

Lead Member and Chairman: Councillor M Kerry

Support Members: Councillors D Taylor, H Jowett-Frost,

MEETING OF ALFRETON TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE

# **ORDER OF BUSINESS**

## 17/24fp To receive apologies for absence

There were none

## 18/24fp To receive any declarations of interest from Members

There were none

## 19/24fp Recording and Filming of Council and Committee Meetings

The meeting was not recorded due to the confidential nature of much of the business

## 20/24fp Public Participation

There were none

## 21/24fp 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. Staffing matters (GDPR)
2. To consider a proposal for a Grounds Maintenance Operative (Commercial sensitivity)
3. To consider a budget proposal for recommendation to Full Council (Commercial sensitivity and GDPR)

**22/24fp To read and consider the Minutes of the Meeting of Finance and Personnel Committee held on Tuesday 19th July 2024 copies have been circulated to each Member with the summons to attend the meeting; the Minutes may be taken as read.**

The minutes were read

## 23/24fp After consideration to approve the signature of the Meeting Minutes of Tuesday 19th July 2024 by the person presiding as a correct record.

The minutes were approved as a correct record

## 24/24fp To receive and consider agenda items in the order in which they have been notified.

1. To consider policy updates and Peninsula Policy introduction
   1. Standing Orders

**Recommendation**

That the standing orders are amended to reflect current practises and presented to Full Council for approval

* 1. Staff Handbook

**RESOLVED**

1. That the policy is accepted with amendments to mobile use
2. That the amendments are delegated to the Clerk and once amended presented to Full Council to note
   1. Contractor Handbook

**RESOLVED**

That the policy is accepted and presented to Full Council to note

* 1. Freedom of Information policy

**RESOLVED**

That the policy is accepted and presented to Full Council to note

1. To receive an update on the Health and Safety Audit

**RESOLVED**

1. That the report is noted. That the purchase of a Radon Monitor is ratified at a cost of £83.12
2. That the report is shared with Full Council
3. That consideration is given to the emerging concerns as part of the budget setting for 25/26
4. To consider the Christmas Lights tender process

**RESOLVED**

1. That the tender process proposal is approved for adoption of the contract from 2025 onwards
2. That any amendments to the process is delegated to the Deputy Town Clerk and RFO to ensure compliance and fair process

## 25/24fp To hear any items which should be taken in exclusion of the press and public

The Council **RESOLVES** 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

1. Staffing matters
   1. Payment of overtime

**RESOLVED**

1. That overtime if paid up to £750.00 as allocated in the budget for Finance and Personnel to reduce time owing
2. That the Clerk takes advice from Peninsula on the TOIL policy and the requirement/choice to pay overtime to reduce the unmanageable number of hours owing
3. That the TOIL policy is updated to reflect any changes
4. That consideration is given to potential contract changes
   1. Salary increment as per contract

**RECOMMENDATION**

1. That the option 2 of the confidential report is recommended to Full Council in a confidential report at the next meeting
2. To consider a proposal for a Grounds Maintenance Operative

**RECOMMENDATION**

1. That option 3 of the confidential report is progressed and recommended to Full Council in a confidential report at the next meeting
2. To consider a budget proposal for recommendation to Full Council

**RECOMMENDATION**

1. That the draft budget is progressed to Full Council once;
   1. That the RFO updates the budget on receipt of the precept data
   2. That the proposal includes any expenditure contained in the confidential reports

**Date of next meeting: tbc**