

## FINANCE AND POLICY COMMITTEE

Minutes of the meeting of the Finance and Policy Committee held at the Pavilion, Soham, on Thursday 26 May 2022.

Present: Cllrs E Johnston, D Woricker and A Pallett

FP01/22 APOLOGIES FOR ABSENCE

Apologies of absence were received from Cllr Warner and Woodbridge.

FP02/22 DECLARATIONS OF INTEREST

There were no declarations of interest made by members to items on the agenda or more generally matters under discussion.

FP03/22 MATTERS ARISING

**a. RFO/Finance Officer – Job Description & hours**

APPROVED TO RECOMMEND TO FULL COUNCIL - advertise for a Finance Officer at 10 hours per week rather than a Responsible Finance Officer (RFO).

**b. HR – Polices, PDR's etc. Training, Standing Orders**

APPROVED TO RECOMMEND TO FULL COUNCIL – all councillors attend Diversity training and refresher training on what it means to be a councillor. CAPALC can provide this training at a minimal cost and to provide training at the council office.

APPROVED TO RECOMMEND TO FULL COUNCIL – that the council introduce PDR's for all staff including twice yearly appraisals.

APPROVED TO RECOMMEND TO FULL COUNCIL – all policies are to be revisited by the HR Committee.

NOTED Grievance and Disciplinary policies and procedures have been updated and are in place.

**c. Contracts – Employee's need review (Outline)**

APPROVED TO RECOMMEND TO FULL COUNCIL – All employees contracts must be renewed and then reviewed every 2 years.

**d. Chapel**

APPROVED TO RECOMMEND TO FULL COUNCIL – Look at employing a Project Manager for this and any larger projects Soham Town Council undertake.

NOTED any major works and/or repairs may not be covered under the insurance, Cllr Johnston to confirm with Legal advisors.

**e. Promotion – Councillors, Drayton meadows, work undertaken**

APPROVED TO RECOMMEND TO FULL COUNCIL – instruct FWAGS to help with works required on Drayton Meadows

NOTED & APPROVED to continue with advertisement on Social Media encouraging residents to join Soham Town Council.

FP04/22 DATE OF NEXT MEETING

Next scheduled meeting of the Finance & Policy Wednesday 29 June 2022 commencing 10am).