DULVERTON
GATEWAY TO EXMOOR

The Clerk
Dulverton Town Council
The Council Office
2A Lady Street, Dulverton
Somerset TA22 9BZ

www.dulvertontowncouncil.co.uk

clerk@dulvertontowncouncil.co.uk
01398 324561

Minutes of the Policies and Procedures Committee & Legal & Finance Committee meeting held on Tuesday 7th February 2023 at 2.00pm, in the Town Council Office, Lady Street, Dulverton.

Present: Chairman: Mrs Christine Dubery. Cllrs. Mr Nick Thwaites, Mrs Louise Parrish, Mr Alan Ottey and Mrs Margaret Rawle.

Election of Chairman:

RESOLVED: Mrs Christine Dubery was proposed as Chairman by Mr Nick Thwaites and seconded by Mrs Rawle. There were no other nominations. Mrs Christine Dubery was elected unanimously.

Apologies: None

Deferment of business for comment by the public. None

Declarations of Interest: None

Chairman's Comments & Meeting Management:
Chairman provided a synopsis of discussions and work undertaken to date concerning the proposal to employ a Finance Officer.

Staffing – Distribution of Responsibilities – Job Specifications:
Members considered the proposal to employ a Finance Officer and agreed that in the event the post is filled the proposed new job descriptions are adopted as presented by the Clerk:

Clerk/RFO:

RESOLVED: To adopt the Clerk/RFO Job Description in the event that the Finance Officer post is filled. Proposed by Mrs Parrish, seconded by Mr Ottey and carried.

Administrative Assistant:

RESOLVED: To adopt the Administrative Assistant Job Description in the event that the post of Finance Officer is filled. Proposed by Mrs Dubery, seconded by Mrs Rawle and carried.

Finance Officer:

RESOLVED: To adopt the Finance Officer Job Description in the event that a Finance Officer is filled. Proposed by Mrs Rawle, seconded by Mr Thwaites and carried.

Members discussed how often the office needed to be open to the public. It was agreed that the public would be invited to make an appointment by phone or email, to see the Clerk at a mutually convenient time.

The Clerk agreed that she would be present in the office at least one day weekly depending on dates of times of scheduled meetings. Furthermore that she would make herself available to meet with members in the office as required

Appointment of a Finance Officer:
Members agreed that the post of Finance Officer is advertised locally on the notice boards, the Library, Visit Exmoor and on all social media platforms initially. Consideration to be given to advertising in local newspapers at a later date if the initial response has been poor.

RESOLVED: To adopt the Finance Officer Application Pack. Proposed by Mr Thwaites, seconded by Mr Ottey and carried.

An interview panel of three members will be required. The Clerk will also be in attendance. A written procedure will be implemented and the interviews will be recorded.

Appointment of Internal Auditor:

RESOLVED: To appoint Mr Paul Russell, Microshade VSM as the Internal Auditor for Year Ending 31st March 2023. Proposed by Mrs Dubery, seconded by Mrs Parrish and carried.

Consider amendments to the following existing policies:

Standing Orders:
No changes

Financial Regulations:
To include the provision for the authorised officers to make payments from home.

Code of Conduct:
No changes

Statement of Internal Control:
No changes

DTC Risk Assessment:
No changes

DTC Schedule of Assets:
No changes

Correspondence: None

Urgent matters to be considered with permission of the Chairman: None

Chairman……