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 Legal & Finance Committee and Policies and Procedures Committee meeting held on 8th August 2023 at 4.30pm, in the Council Office, Lady Street, Dulverton TA22 9BZ.

Present: Chairman: Cllr. Mrs Christine Dubery, Cllrs: Mr Allan Otter; Mr Nick Thwaites; Mrs Louise Parrish and Mrs Margaret Rawle.

Apologies for absence and acceptance of any reasons offered: None

Deferment of business for comments by the public: None

Declarations of Interest: None

Chairman's Comments & Meeting Management: None

Finance Officer Post:

RESOLVED: To recommend the appointment of Mrs Helen Pearce as from 1st September 2023. The salary to be set at the Local Government pay scale band SLC1(14) at £13.21 per hour. Proposed by Mr Thwaites, seconded by Mrs Parrish and carried.

RESOLVED: To recommend the approval of training costs for the newly appointed Finance Officer amounting to £520.00 + VAT. Proposed by Mrs Rawle, seconded by Mr Ottey and carried.

RESOLVED: To recommend the purchase of a new laptop for the Finance Officer for up to £1,000, and accepting the quote from Rialtas for the installation of the software at £25.00 + VAT. Proposed by Mrs Dubery, seconded by Mrs Parish and carried.

Clerk/Responsible Officer:
In consideration of the above it was:

RESOLVED: To reduce the contracted hours of the Clerk to 12 hours weekly as from 1st January 2024. Proposed by Mrs Dubery, seconded by Mr Thwaites and carried.

Internal Audit Report:
Members noted the contents of the report and made the following comments:

Investment Strategy: No change necessary at the present time bearing in mind anticipated future expenditure.

Standing Orders & Financial Regulations: Clerk to investigate. Members are not aware of necessary changes.

Debit/Credit Card: Members do not consider one necessary

Insurance Valuations: F/O to be asked to review asset valuations.

Budget Report: For the new F/O to consider.

Staff Contracts: Clerk/Responsible Finance Officer and Administrative Officer contracts and job specifications are to be reviewed and agreed within the next three months.

Statement of Internal Controls:
Members considered the amended document as presented by the Clerk and the Chairman and subsequently:

RESOLVED: To adopt the amended Statement of Internal Controls as agreed. Proposed by Mrs Dubery, seconded by Mr Ottey and carried.

Matters to Report with permission of the Chairman:

Barnsclose Recreation Ground – SWW Licence Agreement:

According to the Contract:
Licence Period - A period starting on 28th April 2023 and ending on 30th June (9 weeks) unless terminated earlier in accordance with clause 6.
Extension Period - The Licensee reserves the right to extend this Licence for up to four weeks if the planned works overrun. All terms remain the same.
Licence Fee

Clerk to respond to Mr Oatey stating that the extension period of the Lease has expired and requesting further information regarding SWW intentions that so local residents can be made aware of what is happening.

BHIB Insurance Amended Quote: Members were informed that the premium has been increased to include cover for the new shed situated behind the Lion Stables public toilet block, by £11.22.

Chairman……