

MINUTES OF THE FINANCE, POLICY & ADMINISTRATION COMMITTEE
MEETING HELD ON MONDAY 23 JANUARY 2017 AT 7.30 PM IN THE ROBIN
ROOM, THE CASTLE, HERTFORD

PRESENT: Cllr Miss Chantal Geall, in the Chair

Councillors: Mrs R Bolton, P Boyle, Mrs S Newton, Dr L Radford and A Stevenson

IN ATTENDANCE: Cllr P Ruffles
Mr J Whelan, Town Clerk
Ms P Carpenter, Civic Administration Manager
Mr S Davies, Finance Manager

432. RECORDING OF MEETING

It was confirmed that no person present wished to record the meeting.

433. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Miss Sartin, Cllr Deards and Cllr Deering.

434. DECLARATIONS OF INTEREST

Cllr A Stevenson	DPI	Any item relating to HCC or the Hertford Arts Hub	Member of County Council and the Hertford Arts Hub
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435. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC

None.

436. REVIEW OF CONSTITUTION

The Committee reviewed the following documents from the Constitution at the meeting:

- 2.2 Annual Town Meeting
- 2.4 Objectives 2016-19
- 2.5 Budget Summary – To follow
- 2.6 Protocol – Communications
- 2.7 Leader and Deputy Leader Protocol

- 3.1 Publication Scheme
- 3.2 Complaints Procedure

- 4.1 Councillors' Code of Conduct

- 4.2 Councillors' Guide to Integrity in Planning
- 4.3 Protocol – Gifts and Hospitality
- 4.4 Protocol – Mayor and Deputy Mayor
- 4.5 Outside Appointments

- 5.1 Protocol – Councillor Officer Relations

- 6.1 Grants Policy
- 6.2 Whistleblowing Policy
- 6.3 Children & Young Adults Safeguarding Policy
- 6.4 Business Continuity Policy
- 6.5 Major Incident Plan
- 6.6 Risk Management Policy
- 6.7 Data Protection Policy
- 6.8 Flag Flying Policy
- 6.9 Use of Logo Policy
- 6.10 Anti Corruption Policy
- 6.11 Awards and Gifts Policy
- 6.12 Social Media Policy
- 6.13 Death of a Senior Member of the Royal Family
- 6.14 Protocol - Generating Income through Sponsorship

Grammatical errors and minor amendments were suggested to several of the documents and recommendations as follows were made on other documents:

2.6 Protocol – Communications

The Committee recommended changes to the altered version of the Communications protocol to ensure that members could talk to the press in instances when speaking for themselves and not for the Town Council. Specifically the document was amended to read as follows:

3.2 Press and media requests for factual information only may be responded to by the Town Clerk or an officer designated by the Town Clerk.

3.4 The Leader of the Council (or other Councillor) should liaise with the Town Clerk on contact with the press and media on any matters where a Town Council view is sought. No liaison is necessary when the Councillor is expressing a personal view.

4.1 All private correspondence that a Town Councillor enters into, on a professional or personal basis, should not reference their role as a Councillor, except when dealing with Ward business.

2.7 Leader and Deputy Leader Protocol

The Committee discussed the change in reporting line of the TC and the majority agreed that this made sense, noting that the proposal was put forward by the Town Clerk. Following concerns by one Member it was noted that the Town Clerk remains accountable to all members and that policies

provide appropriate protection for the Town Clerk in the event that a matter needed to be escalated beyond the line manager.

3.2 Complaints Procedure

The Committee suggested that it would be helpful for Members to have an awareness of complaints made by the public. The Town Clerk agreed that statistics relating to 'Comments, Complaints and Compliments' could be collated and reported via Committee with any relevant commentary.

4.6 Outside Appointments

The Committee recommended that the paragraphs relating to Councillors responsibilities when appointed as a Trustee be replaced with the following: 'If you are appointed as a Trustee, it is your responsibility to establish and understand the requirements of the role and your responsibilities to the Trust. Full information can be found on the Charity Commission website www.gov.uk/government/organisations/charity-commission.

6.1 Grants Policy

The Committee recommended that the Grant form be reviewed to make it more user friendly.

6.3 Children and Young Adults Safeguarding Policy

The Committee recommended that an addition be made to the Policy to introduce DBS checks along with Safeguarding training and guidance for all volunteers and staff involved the events programme and Open Days.

6.12 Social Media Policy

The Committee recommended an addition to the Policy to ensure that officers had the ability to stop pre-programmed tweets at short notice, in the event of a national event making the tweet inappropriate.

The Committee requested that officers programme regular tweets regarding Council business in addition to the regular tweeting of events.

It was **RECOMMENDED** that:

The above documents be referred to the next meeting of the Full Town Council for adoption.

The meeting closed at 21:25