

**MINUTES OF THE FINANCE, POLICY & ADMINISTRATION COMMITTEE  
HELD ON MONDAY 30 JUNE 2008 AT 7.30 PM IN THE ROBING ROOM, THE  
CASTLE, HERTFORD**

PRESENT: Councillor Miss C J Geall, in the Chair

Councillors S J Bright, J F Cook, Mrs S.M Newton, P A Ruffles, and  
Miss J C S Sartin

IN ATTENDANCE: Cllr Miss Kim Darby (Mayor)  
Councillor Mrs H P Durbin  
Ms N L Villa, Town Clerk  
Mrs M E Aldrich, Administrative Secretary  
Mr S Davies, Finance and Administration Manager  
Miss M C Challis, Assistant to the Town Clerk

**55. ELECTION OF CHAIRMAN**

The Mayor opened the meeting in the Chair and called for nomination for Chair of the Committee.

Councillor Miss C J Geall was elected Chairman for the forthcoming Civic Year.

Councillor Miss C J Geall remained in the Chair for the remainder of the meeting.

The Mayor left the meeting.

**56. ELECTION OF VICE-CHAIRMAN**

Councillor S J Bright was nominated as Vice-Chairman. Councillor Miss J C S Sartin proposed Councillor Mrs S M Newton continues as Vice-Chairman as a counter-nomination.

Councillor Mrs S M Newton stated that she was prepared to step down if Councillor S J Bright fully understood the commitment required for the post.

Councillor S J Bright stated that he understands the commitment required of him, and expressed that his business knowledge would be an advantage to the role.

Councillor Miss J C S Sartin withdrew her counter-nomination. Councillor S J Bright was elected Vice-Chairman for the forthcoming Civic Year.

**57. APOLOGIES FOR ABSENCE**

Apologies of absence were received from Councillor Dr L E Radford (family commitments).

**58. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**59. THE MINUTES**

It was **RESOLVED** that:

The Minutes of the Finance, Policy & Administration Committee held on Monday 21<sup>st</sup> April 2008 were approved as a correct record and the Chairman authorised to sign the same.

**60. ACTION SHEET**

It was **RESOLVED** that:

The action sheet be received and noted.

Matters Arising:

Councillor J F Cook proposed that Councillor S J Bright cover for Councillor J C Hedley on the Finance Internal Audit working group when appropriate. This was agreed.

The Town Clerk was instructed to write a letter to East Herts Council to encourage a response regarding works required to the Ashley Webb Shelter.

The Town Clerk informed the Committee that no positive response has been received regarding the letting of the 2<sup>nd</sup> floor of The Castle. Councillor Miss C J Geall stressed that credit checks be made on prospective tenants prior to letting to ensure that Hertford Town Council does not run unacceptable credit risk on future lease income.

**61. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC**

There were no members of the public wishing to speak.

**62. CASTLE FLOODLIGHTING**

It was **RESOLVED** that:

The report on Castle Floodlighting be noted and the Committee agree to consider proposals as part of the next budget setting process.

The Town Clerk was requested to provide an interim report giving an assessment on the environmental impact of the floodlighting.

**63. SEED WAREHOUSE**

It was **RESOLVED** that:

The report on Seed Warehouse dry rot be noted and that Bakers of Danbury were to commence exposure works to ascertain the full extent of the dry rot.

Councillor S J Bright suggested that Hertford Town Council's insurance policies be reviewed, to perhaps cover works of this nature in the future.

**64. QUALITY STATUS UPDATE**

It was **RESOLVED** that:

The report on progress to achieve Quality Status be noted.

The Committee **considered** how the Council should communicate and record apologies, and the following **proposal was carried**:

Councillors should sign in at Full Town Council meetings. If members are unable to attend, their apologies should be submitted in writing to the Town Clerk as a matter of courtesy; however they should not be recorded in the Minutes.

The Committee discussed generally content and distribution of the Newsletter. This was to be produced quarterly with input from local organisations.

**65. REVIEW OF THE CONSTITUTION OF THE COUNCIL**

It was **RESOLVED** that:

The Committee recommended the Revised Constitution of the Council, subject to the following changes:

- (a) MEMORIAL TESTING POLICY Section 2.5  
The words “or appropriately qualified professional” should be added to the end of the clause.
- (b) HEALTH AND SAFETY POLICY - STATEMENT OF INTENT, paragraph 5  
The words “and their performance will be monitored” should be deleted.

The revised Constitution to be submitted to the Full Town Council on the 14 July 2008 for adoption.

**66. FINANCE - PAYMENT SCHEDULES**

It was **RESOLVED** that:

The Payment Schedules to date be noted.

**67. FINANCE – BUDGET SUMMARY**

Column 7 on the Finance, Administration and Policy summary should read “30<sup>th</sup> June 2008”

It was **RESOLVED** that:

The Budget Summary up to end of June be noted.

**68. FINANCE - TO RECEIVE AND SIGN ANNUAL RETURN FOR 2007/8**

It was **RESOLVED** that:

The Annual Return be signed by Councillor Miss C J Geall.

**69. EXCLUSION OF THE PUBLIC**

It was **RESOLVED** that:

In view of the confidential nature of the following items, which related to the business matters of other individuals and organisations, the public was excluded whilst the following items were discussed. This was in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.

**70. CURRENT TOWN CLERK**

It was **RESOLVED** to:

Recommend to Full Town Council that the Town Clerk's salary be increased to LC4 56 - 60 with immediate effect.

**71. FORMER TOWN CLERK**

The Committee received a verbal report from the personnel sub committee on the outcome of the grievance that had been raised.

**72. PAST DUE DEBTS**

The Committee was advised that an invoice incorrectly passed to Hertford Town Council had been returned to East Herts Council. The Town Clerk was awaiting their response.

It was **RESOLVED** that:

A report and schedule of debts outstanding for more than 90 days at 30<sup>th</sup> June 2008 be noted.