**HALEWOOD TOWN COUNCIL**

Minutes of the Meeting of the Policy & Finance Committee held on Thursday 13th February 2020 (7.00pm) at the Arncliffe Sports and Community Centre.

**PRESENT**

Cllr. B Swann (Chair)

Cllr B Dunn

Cllr. S Harvey

Cllr. T Lucock

Cllr. Y Graves

Cllr. C Rose

Cllr. K Dalton

Cllr. F Martin

Cllr D Samuels

**Also in attendance:-**

G Allen - Town Manager

K Newton - Senior Administrator

**10. Apologies**

There were no apologies.

**11. Declarations of Interest**

Cllr S Harvey – Item 13.

**12. Previous Minutes**

Agreed

**It was moved by Cllr. S Harvey and seconded by Cllr. Y Graves**

**RESOLVED:**

1. That the notes on staffing at point 5 are reduced to delete all references to staff as this is an ‘exempt item’.
2. That, subject to the amendment noted above, the minutes of the Policy & Finance Meeting held on 5th December 2019 be approved as a correct record and signed by the Chair.

**13. Catering Tender**

Cllr S Harvey left the meeting having declared an interest in this item.

Councillors discussed and agreed to the proposal set out in the report by the Town Manager. This is to award the status of ‘Preferred Provider’ to ‘Express Catering’. This will be a subject to a further review later in 2020 as per the statement in the original tender document. If this is deemed satisfactory, ‘Express Catering’ will continue as the preferred provider to January 2022.

**It was moved by Cllr. K Dalton and seconded by Cllr. B Dunn**

**RESOLVED:**

1. That the report be noted and,
2. Express Catering are informed their status as Preferred Provider is approved by Halewood Town Council.

At the conclusion of this item, Cllr S Harvey rejoined the meeting.

**14. Audit Report**

Councillors considered the report of the Town Manager which highlighted a number of issues related to ‘cash handling’ procedures in the Town Council.

After a range of comments by Councillors,

**It was moved by Cllr. C Rose and seconded by Cllr. D Samuels**

**RESOLVED:**

1. That the report be noted.
2. The current and a revised cash handling ‘Standard Operating Procedure’ (SOP) be brought back for review by the Policy & Finance Committee.
3. A central log of cash handling ‘incidents’ is created immediately to detail and further issues.
4. A new SOP is devised for bookings in relation to cash handling.
5. The Town Manager to advise staff members that Councillors require the changes above and further information before concluding matters related to the Audit report. These will go to the next meeting in April.

**15. DBS Requests**

Councillors discussed and agreed to the proposal set out in the report by the Town Manager. There was a full endorsement of the proposal to instigate DBS checks for all current staff and volunteers, and to ensure all future employees and volunteers are requested to have DBS checks.

**Cllr C Rose** advised that a DBS checks policy should also be introduced.

**Cllr S Harvey** asked whether Councillors should also be DBS checked. The Chair (**Cllr B Swann**) advised that this would only be necessary if Councillors acted as volunteers for the Town Council i.e. for events, or to provide reception cover.

**It was moved by Cllr. C Rose and seconded by Cllr. S Harvey**

**RESOLVED:**

1. That the report be noted and,
2. Staff are consulted with, and then required to comply with the request for a DBS check.
3. A DBS check policy is devised and also clearly noted within the Induction Policy.
4. Any Councillors who ‘volunteer’ with the Town Council also complete a DBS check.

**16. Appointment Panel for Development Manager Interview**

After a short discussion it was agreed that the interviews for the post of ‘Development and Operations manager will take place on Wednesday February 26th. The Mayor will chair the panel and she will be assisted by Cllr S Harvey and Cllr B Swann.

The Town Manager advised that six candidates have been invited for interview. He further advised that the support to date from the HR Company supporting the process has been effective – the quality of applications for the post was very high.

**It was moved by Cllr. C Rose and seconded by Cllr. B Dunn** and,

**RESOLVED:** That,

1. That the report be noted and,
2. Cllrs Rose, Harvey and Swann will conduct the interviews for the new post on February 26th.

**17. Halewood Community Grant Fund Applications**

1. Application 19/20:8 – Halewood Apollo Football Club

An application was considered for funding with pitch hire fees and equipment by Halewood Apollo.

1. Halewood Junior Football Association

Halewood Junior Football Association were requesting funding support for the town-twinning trip to Ballinasloe.

After a number of comments from Councillors, there was support from a proposal by Cllr B Swann that the Community Engagement Working Group should aim to meet with representatives of the Halewood Junior Football Association to discuss their use of the Arncliffe Centre sports facilities, their onsite ‘office’ and the future of the exchange visits with the town of Ballinasloe, Ireland.

**It was moved by Cllr. B Dunn and seconded by Cllr. K Dalton** and

**RESOLVED:** That,

1. The report be noted.
2. In accordance with the Localism Act 2011 a Town Council a grant of £200 be awarded to Halewood Apollo Football Club. In addition, they will be offered a free hire of The Hollies or Arncliffe Centre for a fundraising event.
3. In accordance with the Localism Act 2011 a Town Council payment of £1,000 be awarded to Halewood Junior Football Association. In addition, they will be offered a free hire of The Hollies or Arncliffe Centre for a fundraising event.
4. The Community Engagement Working Group make arrangements to meet with representatives of the Halewood Junior Football Association.

**18. Requests for Concessionary Use**

The following requests for concessionary use were approved.

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| --- | --- | --- | --- | --- |
| **Applicant** | **Venue** | **Date** | **Event** | **Full Hire Cost** |
| **Elite Ju Jitsu** | Hollies Centre | Sat. 18/7/2020  6:00pm – 12.00am | Annual Fundraiser for the group | £90.00 |

**19. Schedule of Accounts**

|  |  |
| --- | --- |
| **PAYEE** | **AMOUNT** |
| Unitel Network Services | **£67.44** |
| B & M Waste Services | **£192.08** |
| B & M Waste Services | **£247.52** |
| Virgin Media Business | **£48.00** |
| Virgin Media Business | **£40.00** |
| Metropolitan Borough of Knowsley | **£2,931.60** |
| Wray Bros Limited | **£137.78** |
| Viking Direct | **£50.66** |
| Sage (UK) Limited | **£130.68** |
| Wray Bros Limited | **£85.34** |
| B &M Office Machines Limited | **£61.10** |
| Flowers by Jodie | **£30.00** |
| Water Plus | **£265.84** |
| Rapid Tree Care | **£260.00** |
|  |  |
|  | **£4,548.04** |
|  |  |

**It was moved by Cllr K Dalton and seconded by Cllr Y Graves** and,

**RESOLVED:** That,

1. That the schedule of payments, addendum and direct debits amounting to £4,548.04 be approved for payment.

Meeting closed at 8.37pm

Signed ………………………. Date…………………….