

Abergele Town Council

MINUTES

A meeting of the POLICY & FINANCE COMMITTEE, was held at 7.30pm on Thursday 19th April 2012, in the Town Hall, Llanddulas Road, Abergele.

581/11 **Attendance Register**

The Mayor, J.A. MacLennan;

Cllrs: M. Bond; D.A. MacRae; R.M. Medicott; D. Meredith; J.D. Mortimer; S. Rowlands; T. Rowlands (Chairman); J. Stubbs; K.J. Sudlow; R.G. Waters; Mrs M. J. Evans (Clerk)

582/11 **Apologies for Absence**

Apologies were received from:

Cllrs: M.D. Bird; G.P. Davies; J.E.H. Pitt; B.C. Roberts; A. Wood

583/11 **Disclosure of Interest**

- Members were reminded that they must declare the **existence** and **nature** of any personal interests (using the form provided for this purpose).

Cllr. J. A. MacLennan Min No:

584/11 **Minutes**

-It was RESOLVED to RECEIVE, APPROVE and SIGN the Minutes of the last meeting of the Policy & Finance Committee, held on 15th March 2012.

585/11 **Matters Arising from Previous Minutes:**

No update from matters arising were received

586/11 **Correspondence**

- The following items of correspondence were RECEIVE, CONSIDERED and NOTED:

- (a) A email from Gwynedd Pensions regarding circular 257 Annual update for 2012
- (b) A email from Gwynedd Pensions with regard to the new scheme from 2014
- (c) To receive charges for trade waste for 2012/13
- (d) To receive the changes for NNDR for 2012/13
- (e) To receive a letter from Swansea BS regarding the AGM

587/11 **To consider any urgent Items of Correspondence**

- (a) A request from local groups for funding for the forthcoming Olympics and Jubilee celebrations was APPROVED
- (b) The Clerk provided an update from the recent Staffing Sub Committee meeting with regard to the post of Administration Officer for the Town Council stating that members of the Staffing Sub Committee had

considered the following and were seeking members approval to proceed:

- Amendments to the Job Description to include additional tasks Members discussed the Job description and recommended amendments, which were noted on the description.
- Hours of work to be increased from 21 hours to 25 per week and the days of work to be amended from 3 days of 7 hours to 5 days of 5 hours was APPROVED.
- The salary point to be in line with the NJC and taking into consideration CCBC Job evaluation scheme on Scale 2/3, commencing on point 11 with annual increments to point 15. The final two points of the scale would be offered for training and holding or gaining the recognized qualification.
- Following a brief discussion, the projected additional funding for the post of approximately £1500 for this financial year would be funded from the Hall & Development account with a majority vote of 6 members to 4.
- The amalgamation of the administration of the Burial Board was considered and **RESOLVED that at this time the Job Description would only reflect the Town Councils requirements and if in the future the need arose then the situation would be reviewed.**
- The Job Advertisement for the post was APPROVED for issue.
- Delegated powers to the Staffing Sub Committee to be able to proceed with the advertising and short listing for the post was APPROVED.

588/11 **Quarterly Budget Monitoring Report**

The Quarterly Budget Monitoring Report as at 31st March 2012 was APPROVED subject to Audit.

589/11 **Minutes**

The Minutes of the following Meetings/Committees were RECEIVED:

- (a) Local Government Sub Committee held on 12 October 2011
- (b) Christmas Decorations Sub Committee held 14th November 2011

590/11 **To Note the Financial Situation as at today:-**

The financial situation was NOTED

	£
Current Account	18390.33
Monthly Interest Account	70928.35
General Reserve	<u>4475.02</u>
<u>TOTAL:</u>	93793.70
	£
Hall & Development Account	73506.19
Regeneration Reserve	521.58

591/11

Payment of Accounts

- a) The payment of accounts falling due, as detailed on Schedule 'A' attached was AUTHORISED
- b) The payment of accounts falling due, as detailed on Schedule 'B' attached was AUTHORISED

592/11

Documents for information

The following document for information was NOTED

- a) Gwynedd Pensions Project Initiation Document

593/11

Note of Thanks

As this was the last meeting of the year, members thanked the current Chairman of the Committee for his service over the past 12 months and a Special note of thanks was given to Cllr John Mortimer for his service, as Cllr Mortimer is not standing in the forthcoming elections.

Meeting Closed at 8:30pm

Signed
(Chairman)