



HAILSHAM TOWN COUNCIL
FINANCE AND GOVERNANCE COMMITTEE

MINUTES

of the meeting of the Finance and Governance Committee,
held at the Fleur De Lys Council Chamber, Market Street, Hailsham, BN27 2AE On
Wednesday 27th November 2024 at 7.00 p.m.

FBR/24/4/ 34	<u>Public Forum</u> None presented
35	<u>Present:</u> Cllr G. Blake-Coggins, K. F. Clarke, K. Blundell-Smith, C. Mitchell, P. Holbrook, D.Rusu and G.White.
36	<u>Officers Present:</u> J. Harrison (Town Clerk), E. Hastings (Corporate Services Manager)
37	<u>Apologies For Absence:</u> None
38	<u>Declarations of Interest:</u> None
39	<u>Minutes of Previous Meeting</u> RESOLVED to accept the Minutes and Reports of the Meeting of the Finance & Governance Committee held on the 23 October 2024, as a correct record. The Annual Review of Internal Control may not now be completed before our current RFO leaves, and so this will need to be followed up.
40	<u>Policies</u> It was RESOLVED to adopt the following policies because they had been approved by Staffing committee on the 24 th of October: <ul style="list-style-type: none">• Grievance Policy• DSE and Workstation Assessment Procedure
40.1	<u>Financial Regulations:</u> The Financial Regulations policy is based on the NALC model. It was discussed that the NALC model is different from our existing regulations, for example item 5.2 relates to a very small council, item 5.2 contradicts item 6.9 and 6.9 ii states an amount which the Council has since updated. It was RESOLVED to relook at the Finance Regulations

40.2	<p>policy, using our existing policy and updating it, and defer it to the January meeting.</p> <p>Grants Policy:</p> <p>The following changes in bold were suggested:</p> <ul style="list-style-type: none"> • Grants will not be made retrospectively. Except in exceptional circumstances. • The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the council by the end of the relevant financial year. • Statutory organisations or direct replacement of statutory funding • National organisations from outside the town unless it can be shown that the local population will be able to derive some benefit from the services provided. <p>It was RESOLVED to accept all other changes and updates and to adopt the policy.</p>
40.3	<p>Media Relations Protocol:</p> <p>It was suggested that this policy be changed into the same format as the Grievance Policy e.g. numbering paragraphs. Concerns were raised regarding section 2. Responding to Media Enquiries. Cllr K. Blundell-Smith would like to seek advice regarding Members responding to media enquiries in relation to their roles outside of the Council.</p> <p>J. Harrison would like to review the section, Publicity Requests from Members.</p> <p>It was RESOLVED to defer this policy to January meeting.</p>
40.4	<p>Social Media Protocols and Rules:</p> <p>It was suggested that this policy be changed into the same format as the Grievance Policy e.g. numbering paragraphs. Twitter needs to be replaced with X. Cllr K. Blundell-Smith would like to meet with T. Hall, Communications Officer, to go through this policy to ensure that it does not restrict Councillors.</p> <p>It was RESOLVED to defer this policy to January meeting.</p>
40.5	<p>Town Criers Protocol:</p> <p>Change suggested in bold: The Town Crier is encouraged to join the nationwide Ancient and Honourable Guild of Town Criers and the annual membership fee will be paid by the Council.</p> <p>It was RESOLVED to adopt this policy with the suggested amendment. The policy will be</p>

40.6	<p>formatted in the same way as the Grievance Policy e.g. numbering paragraphs.</p> <p>Town Mayor protocol:</p> <p>There was discussion about the wording regarding making an appointment to meet with Officers. Cllr K. Blundell-Smith suggested facilitating a meeting between Cllr P. Holbrook and J. Harrison to go through the Town Mayor policy.</p> <p>It was RESOLVED to defer this policy to January.</p>
40.7	<p>Communications Strategy:</p> <p>It was RESOLVED to adopt this policy. The policy will be formatted in the same way as the Grievance Policy e.g. numbering paragraphs.</p>
40.8	<p>Fire policy and PEEP:</p> <p>Cllr K. Blundell-Smith was pleased to see that the policy was inclusive and caters for all levels of mobilities. Cllr K. Blundell-Smith made some suggested changes in bold:</p> <p>Introduction:</p> <ul style="list-style-type: none"> • Compliance with the Policy is crucial in the context of business continuity planning and risk management generally and to comply with the Regulatory Reform (Fire Safety) Order 2005 and/or all other relevant health and safety legislation as current or to be enacted by the Government. • 'responsible person' changed to 'Responsible Person' <p>2. Responsibilities:</p> <ul style="list-style-type: none"> • ensure that a Responsible Person is appointed for each of all their premises and qualifying buildings to oversee and implement fire safety arrangements, and ensure that they are competent and appropriately trained to undertake their duties. • Cllrs K. Blundell-Smith and C. Mitchell to suggest to Tony where the word qualifying could be added in to the rest of the policy. • Further advice may be sought from the Operations and Facilities Manager, and from the East Sussex Fire Authority. • ensure all new staff complete mandatory fire safety awareness e-learning as part of their induction and mandatory renewal every 3 years in accordance with HTC Health and Safety Policy. • All new staff should complete fire safety awareness training as part of their induction and renewed every 3 years in accordance with HTC Health and Safety Policy. (The e-learning module covers this and can be accessed by council staff that purchase the package) • T. Lee to investigate e-learning packages, the cost and certification.

	<ul style="list-style-type: none"> • More clarity needed on how a fire warden is different from a Responsible Person, this definition could be included in the Appendix. • In Appendix 1 Definitions and descriptions of common term we need a definition of 'Responsible Person', Fire Safety Equipment and Fire Wardens. • The Fire Policy will be formatted in the same way as the Grievance Policy e.g. numbering paragraphs. • A sign in and sign out policy for staff is needed for buildings. • The PEEPS document to be added as an appendix to the Fire Policy. <p>It was RESOLVED that the changes above would need to be made and to defer this policy to the January meeting.</p> <p>It was RESOLVED to have a subcommittee working group for policies which can meet more regularly. Cllrs K. Blundell-Smith and C. Mitchell volunteered, but it was suggested that Councillors attend who have expertise/knowledge in the subject matter within any of the policies. E Hastings to report on the policies spreadsheet which lists the policies to be reviewed/created at the January meeting.</p>
26.	<p><u>Strategic plan</u></p> <p>It was RESOLVED that the Finance and Governance Committee's contribution to the strategic plan will be to bring all the Council's Policies and Procedures up to date within a realistic timeframe, and they will be reviewed on a regular basis.</p>
	<p>There being no other business, the meeting closed at 20.45pm.</p>

CHAIRMAN