

**MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON 21<sup>st</sup> DECEMBER 2005**

**PRESENT**

Mr. Mackin presided over Mesdames Harrison and Holmes, Messrs. Mackin and Coward.

**1. APOLOGIES**

Messrs. Steeples and Gray.

**2. DECLARATIONS OF INTEREST**

None.

**3. PRECEPT**

The precept in respect of the Finance and Policy committee was established and as such is RECOMMENDED to full Council.

**4. GRATUITY – E P RUTT**

Further information has been received from the Compliance Officer of HM Revenue and Customs regarding the above. In particular attention was drawn to the requirement either to issue P11D's in respect of reimbursed expenses or to apply for a dispensation. The letter also informed members that Class 1 NIC cannot be included in the direction as it is an employer's responsibility and as such must be met by the Council.

**5. APPRAISAL/REVIEW FORMS**

Models of staff review and appraisal forms have been received. Mr. Coward volunteered to tailor them to suit the requirements of the Town Council with regard to the clerk's employment. It should be noted that appraisal is not related to salary.

**6. SALARY – CLERK**

It is RECOMMENDED that the clerk's salary should be paid according to NJC/NALC Guidelines for a small to medium sized town.

**7. SHEFFORD PUBLIC CONVENIENCES**

Further to the Contract Services Manager's visit to the Council Chamber on 7<sup>th</sup> December, a letter has now been received formalising the general terms of transfer from District to Town Council ownership. The letter informed members that there will be a 'claw-back' clause which would broadly state that the D C would receive 50% of any monies received by the Town Council in the event that the land or building should be sold commercially. However, The D C would not seek recompense if the land/building is used for another purpose provided that it stays as a public facility. The clerk to ascertain if any contributions should be treated as capital or revenue.

**8. ANY OTHER BUSINESS**

Mr. Mackin informed members that through the Community Safety Group good progress was being made with regard to the town having several no cold calling zones in the town.

It is RECOMMENDED to full Council that £150 be paid towards the erection of 6 'No Cold Calling Zone' signs.

Mr. Mackin further informed members that the Community Safety Group had suggested several measures that could be introduced at the Bellcote Meadow which would deter unwelcome nuisance vehicles.

The meeting closed at 9.20 p.m.

\*\*\*\*\*