

BERKHAMSTED TOWN COUNCIL

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14 March 2016

SUMMONS TO ALL MEMBERS

Notice is hereby given that there will be a meeting of the **Finance & Policy Committee** in the Council Chamber, Civic Centre, Berkhamsted, on **Friday 18 March 2016** at **11 am** for the purpose of transacting the business set out in the agenda below, and you are hereby summoned to attend.



Mrs S Johnson
Acting Town Clerk

MEMBERS:

Councillors	D Collins	Chair
	Mrs C Green	Vice-Chair
	S Bateman	
	Mrs E Collins	
	G Stevens	
	Vacancy	

SUBSTITUTE MEMBERS:

Councillors	J Ashbourn
	G Corry
	I Reay

EX OFFICIO

Councillor	T Ritchie	Town Mayor
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MEMBERS OF THE PUBLIC ARE INVITED TO ALL MEETINGS OF THE TOWN COUNCIL

AGENDA

OPENING MATTERS

- FP 22/16** To receive **apologies for absence**
- FP 23/16** To receive **declarations of interest** regarding items on the agenda
- FP 24/16** To approve the **minutes of the previous meeting** held on 18 January 2016
- FP 25/16** To **suspend Standing Orders to allow public participation**
- FP 26/16** **EXCLUSION OF PRESS & PUBLIC**

TO RESOLVE:

That under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded during the items in Part II of the agenda for this meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential nature of the business or for other special reasons stated in the resolution, arising from the nature of the business or proceedings.

FP 27/16 **Staffing Matters**

- (i) To receive the reports of the Support Services Group of 22 January 2016 and 9 March 2016 (Papers attached)
- (ii) To appoint, subject to obtaining satisfactory references, Mrs Janet Mason as the new Town Clerk & Responsible Financial Officer, on a salary scale of LC3 Below Substantive Point 40, rising to Point 41 on attainment of CiLCA. Mrs Mason would commence duties on 1 April 2016.
- (iii) To refer the appointment of the Town Clerk & RFO to the Council meeting to be held on 18 April 2016 for ratification; and to set a timetable for ongoing support and assessment
- (iv) To confirm re-grading the post of Finance & Allotment Officer as from 1 April 2016 from LC2 Below to LC2 Substantive (Points 30 to 34) in view of the increased workload and level of responsibility – The Chair to report
- (v) To ratify the additional payment for low-paid staff from 2011/12 (see letter attached) as a permanent payment – The Chair/Acting Clerk to report