

## **BERKHAMSTED TOWN COUNCIL**

Minutes of a Meeting of the

### **FINANCE & POLICY COMMITTEE**

held in the Council Chamber, Civic Centre, Berkhamsted

on **Friday 18 March 2016** at **11 am**

#### **MEMBERS PRESENT:**

Councillors            D Collins      Chair  
                             Mrs C Green Vice Chair  
                             Mrs E Collins  
                             Mr G Stevens

**EX OFFICIO**            Councillor T R Ritchie      Town Mayor

**ALSO PRESENT**      Councillor F Earl  
                             Councillor P Matthews

#### **OTHERS IN ATTENDANCE:**

**OFFICER:**      Mrs Susan Johnson - Acting Town Clerk

No members of the public were present.

#### **FP 22/16      Apologies for absence**

Apologies for absence were received from Cllr Bateman.

#### **FP 23/16      Declarations of interest**

There were no declarations of interest regarding items on the agenda.

#### **FP 24/16      Minutes of the previous meeting**

The minutes of the meeting held on 18 January 2016 were approved and signed by the Chairman.

Cllr Matthews arrived at 11.02 am.

#### **FP 25/16      Suspension of Standing Orders to allow public participation**

There were no members of the public present.

**FP 26/16 EXCLUSION OF PRESS & PUBLIC**

**RESOLVED:**

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**

**RESOLVED:**

- (i) To receive the reports of the Support Services Group of 22 January 2016 and 9 March 2016
- (ii) To appoint, subject to obtaining satisfactory references, Mrs Janet Mason as Town Clerk & Responsible Financial Officer from 1 April 2016 on a salary scale of LC3 Below Substantive, Point 40 rising to Point 41 on attainment of CiLCA. She would commence duties on 1 April 2016.
- (iii) The appointment of the Town Clerk would be referred to the Council meeting to be held on 18 April 2016 for formal ratification. Meanwhile the Council put in place a timetable for ongoing support by the present Acting Town Clerk; and assessment by the Support Services Group
- (iv) To confirm the re-grading of the post of Finance & Allotment Officer as from 1 April 2016 from LC2 Below to LC2 Substantive (points 30 to 34) to recognise the increased workload and level of responsibility  
  
Cllr Earl left the meeting at 11.40 am.
- (v) To ratify the additional payment for low-paid staff from 2011/12 as a permanent payment

**FP 28/16 Close of Meeting**

The meeting closed at 11.46 am.