
LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 7th July 1999 at 7.30 pm at Kingsley Hall.

Present:

Councillors: M W Juniper (in the Chair)

Mrs K F Ellis

L J Harris

P Lavin

S W Murray

F E Marshall

Mrs J P Woodman

Also in attendance:

Officer: L R Fuller (Town Clerk)

I Sampson (Administrative Assistant)

F114 Apologies for absence

There were no apologies for absence.

F115 Confirmation of Minutes

The Minutes of the meeting held on 21st April 1999 were CONFIRMED as a correct record and signed by the Chairman.

F116 Matters for Report

116.1 Registration as a Commoner of Epping Forest - Min. no. F112

The Committee NOTED that the Town Council was qualified to vote in an election of Verderers, and that advertisements would be placed by the Corporation of London, inviting applications for entry onto the Register, before the next election in 2006.

116.2 Strategy and Staff Group

The Committee NOTED the report from the Strategy and Staff Group.

116.3 Advertisement

The Committee SUPPORTED the Chairman's approval of the placement of a one-off Town Council advertisement in the town guide, soon to be distributed by the Town Centre Partnership. The cost would be £75.00.

116.4 Members' Training - Approved Duty

Attendance of councillors at the courses on 21st and 28th July was APPROVED as an official duty for the payment of fees and expenses.

F117 Financial Position

The Committee NOTED the end-of-year position for 1998/9 and the current position in 1999/2000. Information was circulated showing current bank balances.

F118 Annual Accounts 1998/9

The Committee APPROVED the Council's accounts for 1998/9.

F119 Applications for Financial Assistance

It was AGREED to grant £200 to Gingerbread, £500 to Loughton Union Church, £150 to Jellytots to provide the Lego Soft starter set, and £100 to the Friends of Roding Valley High School.

Consideration of the application from Epping Forest Community Church was DEFERRED until further information was obtained about the outside organisations which would be using the hall.

F120 Zurich Municipal Advisory Service

It was AGREED that the Council should join the Zurich Municipal Local Council Health and Safety Advisory Service, at an annual cost of £120, and noted this would lead to overspending on the Subscription budget.

F121 NALC Constitution

The Committee had no comment to make regarding the consultation documents on the proposed revised constitution.

F122 Council Christmas Cards

The Committee APPROVED Community Committee's suggestion to hold a competition to design the Council's 1999 Christmas card. The suggested terms and conditions were also APPROVED, with the amendment that Key stage 4 should encompass Years 10 and 11 only, Years 12 and 13 to be included in the Adult class, and with the slightly earlier closing date of 23rd October 1999.

It was AGREED that the prizes should come out of the Community Committee contingency fund, and that the Chairman of the Council should be asked to pay for the printing of the cards from the Chairman's Expenses account when the exact cost is known.

F123 Accounts for Payment

123.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
497	Loughton Review	Advertisement: Community Forum	7.00	47.00
498	J McLintock & Sons	Works: Roding Valley Recreation Ground	54.04	362.84
499	LWC Engineering	Replacement barrier: Roding Valley Recreation Ground	68.95	462.95
500	Essex County Council	Stationery	5.44	36.52
501	L Hall	Gravedigging	0.00	745.00
502	Neopost Ltd	Franking machine check	12.62	84.72
Transfer	No. 2 account	Top up imprest	0.00	7190.50

123.2 The following miscellaneous cheques drawn on No. 2 account were NOTED:

102	Salter Weigh-Tronix Ltd	Postage	0.00	4.80
103	RTPI Services Ltd	Books	0.00	17.50
104	C&G College	Books	0.00	10.00

F124 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the following items under the Public Bodies (Admission to Meetings) Act 1960 as the items contained confidential information relating to the Council's employees and to commercial affairs.

F125 Pay Rates

The Committee NOTED the new nationally-agreed pay rates, effective from 1st April 1999.

F126 Christmas/New Year 1999/2000

It was AGREED that the Town Council office should close between the Christmas and New Year bank holidays, and that the office staff should be paid for the whole period.

F127 Bad Debt

The Committee AGREED to write off the debt detailed in the agenda report.

Signed.....

Date.....

LOUGHTON TOWN COUNCIL
FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 6th October 1999 at 7.30pm at Kingsley Hall.

Present:

Councillors: M W Juniper (in the Chair)
L J Harris Mrs J P Woodman

Also in attendance:

Officers: L R Fuller (Town Clerk)
J P Fox (Assistant Town Clerk)

F128 Apologies for absence

Apologies for absence were received from Cllrs Mrs K F Ellis, P Lavin, F E Marshall and S W Murray.

F129 Confirmation of Minutes

The Minutes of the meeting held on 7th July 1999 were CONFIRMED as a correct record and signed by the Chairman.

F130 Matters for Report

130.1 Advertisement – F116.3

The Committee NOTED that the Town Centre Partnership's town guide publication did not proceed due to lack of advertisers. It was AGREED that if and when the publication becomes viable, the Committee would still wish to support it.

130.2 Strategy and Staff Group

The report from the Strategy and Staff Group was NOTED.

F131 Current Financial Position

The Committee NOTED the current financial position. Information was circulated showing current bank balances.

F132 Annual Accounts for 1998/99

The Committee NOTED that the Council's accounts for 1998/99 had been audited and signed off by the auditor without any matters to be reported.

F133 Financial Assistance

The information requested at the last meeting on the usage of the hall facility of the Epping Forest Community Church (St Gabriel's Hall) had been circulated with the agenda. The information was NOTED and the committee AGREED to grant £500 on confirmation that the purchase of the hall was completed.

F134 Staff Car Parking

The Chairman reported on the present arrangements for staff at Traps Hill and recommended that the matter be kept under review to ensure that some provision is available during and after next year's swimming pool construction works.

F135 Best Value in Town and Parish Councils

The Committee discussed the concept of “Best Value” and AGREED with the comments made in the letter of the 24th September sent by the Town Clerk to the DETR. The Committee AGREED that the threshold of £500,000 was too low and NOTED that should it become a statutory obligation for the Town Council to implement the scheme then there would be a considerable cost burden.

F136 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
556	Acumen Wages Services	Payroll service (September)	1.75	11.75
557	K A Allen	Stationery	9.63	64.63
558	J McLintock & Sons	Works at Roding Valley Changing Rooms	34.62	232.49
559	Service Publications	Community newsletter	0.00	1200.00
560	L Hall	Works at Kingsley Hall and Gravedigging	0.00	630.00
561	Chubb Fire Ltd	Training video	8.66	58.16
562	Coward Maintenance Services Ltd	Works at Roding Valley Changing Rooms	78.75	528.75
563	Royal Mail	Postage	0.00	250.00
564	L H Supplies	Supplies for Kingsley Hall	13.65	91.65
565	British Gas	Gas: Kingsley Hall	0.71	14.92
566	Greenside Landscapes	Works at Roding Valley, Cemetery and Kings Green	75.25	505.25

Signed.....

Date.....

LOUGHTON TOWN COUNCIL

FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 1st December 1999 at 7.30pm at Kingsley Hall.

Present:

Councillors: M W Juniper (in the Chair)
 L J Harris P Lavin
 S W Murray Mrs J P Woodman

Also in attendance:

Councillor: Mrs S M Harper

Officers: L R Fuller (Town Clerk)
 J P Fox (Assistant Town Clerk)

F141 Apologies for absence

Apologies for absence were received from Cllrs Mrs K F Ellis and F E Marshall.

F142 Confirmation of Minutes

The wording of the second paragraph of Minute no. F140 of the Special Meeting held on 27th October 1999 was amended to read as follows: "*The Committee AGREED that the Council should acquire the land and approved a maximum purchase price and the methods of finance as would be reported in Item 4 of the Council agenda for the 8th November 1999*". The Minutes were then CONFIRMED as a correct record and signed by the Chairman.

F143 Matters for Report

There were no matters for report.

F144 Current Financial Position

The Committee NOTED the current financial position. Information was circulated showing current bank balances.

F145 Essex Police – Best Value – Consultation Process

The Committee AGREED the priority order set out in the five-year programme, but considered that traffic matters should be included in the topics for review. The Committee also wished to ask Essex Police what provision has been made to review the new policing arrangements under Essex Police after they have been in operation for a while.

Epping Forest District Council would be asked to include CCTV in the Town Centre Enhancement schemes.

F146 Reference from Council - Substitute Members

The Committee considered the matter and DECIDED to take no further action at this time. The Committee also DECIDED that it would send a formal reminder to all

councillors about the need to inform the Town Council office of intended absences from meetings.

F147 Periodic Electoral Review

It was AGREED that in order to participate meaningfully in the Periodic Electoral Review, a working group of four members comprising Cllrs L J Harris, M W Juniper, S W Murray and R E Pearce should be formed and would report back to Finance & General Policy Committee on 16th February 2000.

F148 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the following two items under the Public Bodies (Admission to Meetings) Act 1960 as the items contain confidential information relating to employment.

F149 Reference from Environment, Heritage and Leisure Committee

The Committee AGREED to support the recommendation of the Environment Heritage and Leisure Committee regarding the Town Council's recruitment of a Cemetery Attendant/Handyperson.

F150 Office Staffing

The Committee AGREED that the hours of the Committee Clerk/Administrative Assistant be increased by 2½ hours per week.

The Committee NOTED and welcomed the report on office staffing. The Committee acknowledged that this is a serious issue and recognised the implications of increasing work volume and lack of space to expand any further. When considering taking on new projects the Council must consider the effects on the workload and possible repercussions on existing work. The Committee thanked the Town Clerk for bringing this important matter to its attention and RECOMMENDED that staffing and premises be a priority item to be considered by the new Council elected in 2000.

For the following items the Committee Meeting resumed in open session.

F151 Estimates for 2000/01

The Committee APPROVED the estimate figures for 2000/01.

F152 Accounts for Payment

F152.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
595	St Edmund's Hall Fund	Hall hire	0.00	17.50
596	Greenside Landscapes	Works at Kings Green	7.00	47.00
597	Thames Water Utilities	Kingsley Hall: Water	0.00	39.18
598	L Hall	Gravedigging	0.00	465.00
599	SITA (UK) Ltd	Refuse collection: Cemetery and Kingsley Hall	43.22	290.22
600	London Electricity plc	Electricity: Kingsley Hall	0.11	20.69
601	Essex County Council	Stationery and Hall hire	54.08	399.08

602	British Telecommunications plc	Telecommunications: Office and Cemetery	55.07	369.81
603	Acumen Wages Service	Payroll service (November)	1.75	11.75
604	Essex County Council	Kingsley Hall supplies	26.14	175.47
606	Cash	Petty cash imprest	0.00	71.41
Transfer	No.2 account	Reimburse imprest (November)	0.00	7027.29

F152.2 The Committee NOTED the signing of an urgent cheque between meetings.

605	Economyprint	Christmas cards	8.88	59.59
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Signed.....

Date.....

LOUGHTON TOWN COUNCIL
FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 15th December 1999 at 7.30pm at Kingsley Hall.

Present:

Councillors: M W Juniper (in the Chair)

L J Harris

P Lavin

F E Marshall

Mrs J P Woodman

Also in attendance:

Councillor: R J Wilmot

Officers: L R Fuller (Town Clerk)

J P Fox (Assistant Town Clerk)

F153 Apologies for absence

An apology for absence was received from Cllr Mrs K F Ellis.

F154 Confirmation of Minutes

The Minutes of the meeting held on 1st December 1999 were CONFIRMED as a correct record and signed by the Chairman.

F155 Council Estimates for 2000/01

The Committee CONSIDERED the 2000/01 estimates for all committees and AGREED them as follows:

Environment, Heritage and Leisure

	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfer from Reserves £</i>
Street furniture & lighting	0	13,000	4,000
Kingsley Hall	8,000	12,500	
Allotments	30	2,000	
Roding Valley Recreation Ground	8,000	90,000	
Playgrounds	5,000	70,000	20,000
Open Spaces	0	8,000	
Cemetery	15,000	41,000	
General	0	500	
Contingencies	0	2,000	
Land Purchase & Loan	50,000	68180 + x	x
New land, fees and maintenance	500	10,500	10,000
Administration recharge	0	<i>tbc</i>	
Total	86,530	317,680 + x	34,000 + x

Note: "x" represents part of the purchase price for the land in north Loughton.
tbc = to be calculated.

Community

	<i>Expenditure £</i>
Forum	300
Newsletter	10,500
Millennium	1,000
General Expenses	100
Contingency	1,000
Administration recharge	<i>tbc</i>
Total	12,900

Finance and General Policy

	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfer from Reserves £</i>
Salaries and on-costs	0	92,000	
Postage	0	1,000	
Telecomms and internet	0	1,500	
Stationery	0	2,000	
Press and advertising	0	750	
Subscriptions	0	1,700	
Books and periodicals	0	200	
Maintenance and equipment	0	1,000	
Photocopying	0	500	
Office premises	0	7,500	
Audit	0	250	
Insurance	0	1,000	
Binding minutes	0	100	
Staff travel	0	850	
Members' expenses	0	300	
Training	0	1,500	
Legal	0	2,000	
Chairman's expenses	0	500	
Grants	0	2,000	
Hall hire	0	200	
Election expenses	0	8,000	4,600
General expenses	0	700	
Contingency	0	2,000	
Recharge to other committees	<i>tbc</i>		
Total	0	127,550	4,600

Summary of 2000/01 estimates

	<i>Income £</i>	<i>Expenditure £</i>
Environment, Heritage and Leisure	86,530	317,680 + x
Community	0	12,900
Finance and General Policy	0	127,550
Interest	16,000	
Transfer from earmarked reserves - EHL	34,000	
- F&GP	4,600	

Transfer from general reserves	x
Total	$141,130 + x$ $458,130 + x$

The Council's net spending requirement for 2000/01 is therefore £317,000. As the Council's tax base for 2000/01 will be 12693.6 this would result in a precept for a Band D property of £24.97.

The Committee AGREED to recommend a precept of £317,000 to the Council.

F156 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
607	P Batt	Newsletter	0.00	500.00
608	J McLintock & Sons Ltd	Kingsley Hall: Works	6.98	46.85
609	Royal Mail	Door to door delivery service	0.00	532.99
610	Society of Local Council Clerks	Subscription and conference	0.00	259.00
611	Epping Forest District Council	Kingsley Hall: Rates (December & January)	0.00	230.00
612	Service Publications Ltd	Newsletter	0.00	800.00
613	Essex Heritage Trust	Subscription	0.00	10.00
614	BLISS	Christmas Best-dressed window competition: Prize donation to charity	0.00	100.00
615	Royal National Mission to Deep Sea Fishermen	Christmas Best-dressed window competition: Prize donation to charity	0.00	100.00
616	Timpsons Ltd	Christmas Best-dressed window competition: Trophy cups	16.38	110.00
Direct debit	Compuserve	Subscription (November)	0.00	6.31

Signed.....

Date.....

LOUGHTON TOWN COUNCIL
FINANCE AND GENERAL POLICY COMMITTEE

Minutes of the Meeting held on Wednesday 16th February 2000 at 7.30 p.m. at Kingsley Hall.

Present:

Councillors: M W Juniper (in the Chair)

Mrs K F Ellis

L J Harris

P Lavin

S W Murray

Mrs J P Woodman

Also in attendance:

Councillor: Mrs J Davis

R E Pearce

Officers: L R Fuller (Town Clerk)

I Sampson (Committee Clerk)

F157 Apologies for absence

An apology for absence was received from Cllr F E Marshall.

The Clerk gave a brief update on the state of health of Cllr Marshall and Cllr Mrs Barnett.

F158 Confirmation of Minutes

The Minutes of the meeting held on 15th December 1999 were CONFIRMED as a correct record and signed by the Chairman.

F159 Matters for Report
159.1 Essex Police – Best Value Consultation Process – Min. no. F145

Cllr Juniper reported that Essex Police had agreed to continue meetings with the local working group after 1st April.

159.2 Members' Expenses – Min. no. 190

It was AGREED that the Clerk should write to Lord Murray and Lord Graham in support of the amendment to the Local Government Bill making provision for members' expenses, and to Eleanor Laing M.P., requesting her support of the amendment.

159.3 Staff Car Parking – Min. no. F134

The Committee NOTED that the Library had offered the use of at least one parking space during the period of closure of the swimming pool. As two full-time officers and one part-time member of staff would require parking provision, it was AGREED to pay for the 1½ parking spaces not provided by the Library, if Epping Forest District Council's Transportation Committee does not approve the issue of free car park passes requested for Town Council staff.

F160 Current Financial Position

The Committee NOTED the current financial position.

Information was circulated showing current bank balances.

F161 Periodic Electoral Review

The Town Clerk reported that if the electoral review resulted in major changes to the warding arrangements, the DETR would have the discretion to order town and parish council elections mid-term. It was unclear, however, whether the four-year cycle would start again after such elections, and Essex Association of Local Associations was trying to clarify this point.

Following Cllr Pearce's summary of the proposed warding arrangements, Cllr Murray proposed that the Town Council should make no representation. As three members were for and three against the proposal, and as the Chairman declined to make a casting vote, it was DECLARED that no decision had been made.

F162 Essex Association of Local Councils

The Committee AGREED to:

1. Write to the outgoing Secretary of the EALC, thanking him for his advice and assistance during the life of Loughton Town Council, and make a donation of £20.00 from Chairman's Expenses for a leaving present.
2. Write to the Chairman of Essex County Council (with a copy to the Chief Executive) supporting the work of the EALC.
3. Mandate the Town Council's representative at the EALC Special General Meeting on 15th March 2000 to support a subscription increase.

F163 Annual Town Meeting

The Committee NOTED that the Council's Annual Town Meeting would be held on Tuesday 21st March 2000 at 8.00 p.m. in the Wesley Hall, Loughton Methodist Church.

The following format of the meeting was APPROVED:

Introduction of Councillors; Minutes of last meeting; Matters arising; Reports from Chairmen of Council and Committees; Questions from members of the public; Refreshments.

The Clerk appealed for help in setting out the chairs and tables before the meeting.

F164 Draft Programme of Council Meetings 2000/01

The draft programme of meetings was APPROVED.

F165 Applications for Financial Assistance

Cllr Murray and Cllr Mrs Davis declared a non-pecuniary interest in the application from Loughton Broadway Town Centre Partnership. Cllr Murray declared a non-pecuniary interest in the application from Colebrook Royals. Cllrs Harris and Murray declared a non-pecuniary interest in the application from Loughton Athletic Club. Cllr Mrs Ellis and Cllr Juniper declared a non-pecuniary interest in the application from the Citizens' Advice Bureau. They took no part in the discussion or voting on these items.

It was AGREED to grant £200 to Colebrook Royals, £500 to Loughton Broadway Town Centre Partnership initially, with an invitation to re-apply if there is a shortfall in the funds needed for the project, £100 to Loughton Athletic Club, and £700 to the Citizens' Advice Bureau. The application from Loughton Residents' Association had been withdrawn.

F166 Accounts for Payment

The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
638	J McLintock & Sons Ltd	Works at Roding Valley Changing Rooms	15.66	105.16
639	Imperial War Museum	Photograph for Newsletter	3.39	22.77
640	Select Business Equipment Ltd	Photocopying	8.46	56.79
641	E. I. Electrical Ltd	Works at Kingsley Hall and Roding Valley Changing Rooms	14.47	97.18
642	Century Office Equipment (Essex) Ltd	Chairs for Kingsley Hall	231.53	1554.53
643	Cash	Petty cash imprest (December, January and February)	0.00	97.79
Direct debit	Compuserve	Subscription (January 2000)	0.00	6.07

Signed.....

Date.....

LOUGHTON TOWN COUNCIL**FINANCE AND GENERAL POLICY COMMITTEE**

Minutes of the Meeting held on Wednesday 12th April 2000 at 7.30pm at Kingsley Hall.

Present:

Councillors: M W Juniper (in the Chair)

Mrs K F Ellis L J Harris
S W Murray Mrs J P Woodman

Officers: L R Fuller (Town Clerk)
 J P Fox (Assistant Town Clerk)

F167 Apologies for absence

An apology for absence for the beginning of the meeting was received from Cllr S W Murray.

F168 Confirmation of Minutes

The Minutes of the meeting held on 16th February 2000 were CONFIRMED as a correct record and signed by the Chairman.

F169 Matters for Report**F169.1 Essex Association of Local Councils**

Cllr Ellis reported that she had attended the Essex Association of Local Councils' meeting at Great Dunmow and voted with the majority for an increase in fees.

F169.2 Strategy and Staff Group

The Committee NOTED the report from the Strategy and Staff Group.

F170 Current Financial Position

The report on the current financial position was NOTED. Information was circulated showing current bank balances.

F171 Financial Assistance**F171.1 Time Limit**

The Committee considered the difficulties which arise when financial assistance is pledged for a future project which may be a long time or may never reach fruition. It was DECIDED in the case of future projects where the Council has pledged to give financial assistance, the project must have commenced, or at least a firm commitment made to a start date, e.g. with contractual orders placed, before the grant can be claimed, and this must be within twelve months of the offer of financial assistance being made.

F171.2 Request from the Town Centre Partnership (Loughton High Road)

Cllr Juniper declared a non-pecuniary interest in this item, deemed to be insubstantial. The Committee AGREED in principle that it would grant financial assistance to assist with the cost of producing a shop/business guide for the High Road. The amount would be decided when the formal application is made.

F172 Accounts for Payment

F172.1 The following accounts for payment were APPROVED:

Cheque no.	Payee	Purpose	VAT	Gross Amount
677	Thames Water Utilities	Roding Valley Changing Rooms: Water	0.00	658.43
678	London Electricity plc	Electricity: Kingsley Hall and Roding Valley Changing Rooms	77.72	603.86
679	Associated Glass	Kingsley Hall: Works	5.00	33.58
680	Monkswood Press	Advertisement	4.38	29.38
681	Acumen Wages Services	Payroll service	1.75	11.75
682	Methodist Church	Hall hire	0.00	49.00
683	Regional Employers Association	Training	5.25	35.25
684	Arwin Services	Kingsley Hall: Relief cleaning	12.60	84.60
685	Zurich Insurance Company	Insurance	0.00	950.76
686	Cheltenham & Gloucester College of H.E.	Training course	0.00	50.00
687	K F Ellis	Travel expenses	0.00	24.64
688	Chubb Fire Ltd	Kingsley Hall: Maintenance of fire safety equipment	27.57	185.07
689	EFDC	Kingsley Hall: Rates	0.00	107.43
690	Confederation of Burial Authorities	Subscription	0.00	55.00
691	Royal Mail	Postage	0.00	250.00
692	Loughton Athletic Club	Grant	0.00	100.00
693	Citizens' Advice Bureau	Grant	0.00	700.00
694	Colebrook Royals FC	Grant	0.00	200.00
Direct debit	Compuserve	Subscription: March	0.00	7.60

F172.2 The following miscellaneous cheques drawn on the No. 2 account were NOTED:

132	Hampshire Assn of Parish & Town Councils	Booklet	0.00	4.00
133	Flowers & Co	Funeral wreath	0.00	35.00
134	St Clare's Hospice	Donation	0.00	50.00

F173 Exclusion of the Press and Public

The Committee RESOLVED to exclude the press and public from the following items under the Public Bodies (Admission to Meetings) Act 1960 as the items contained confidential information relating to the Council's finances and employment matters.

Cllr Murray joined the meeting.

F174 Insurance

The Committee considered the report on insurance arrangements. It was AGREED that the current levels of cover were acceptable and that the option of taking Legal Expenses insurance should be implemented. It was also agreed that the Hirer's Liability cover for use of Kingsley Hall should be introduced for users without insurance and the cost added to the hire fees. This would be reported to the Environment, Heritage and Leisure Committee prior to implementation.

F175 Non-receipt of paid-for goods

The report on this item was NOTED by the Committee.

F176 Personnel Issues

F176.1 Grievance Procedures

The Committee considered the new grievance procedures and explanatory notes. It decided that two amendments should be made to paragraph 4. The second sentence should have the additional wording “plus an appointed member of the Council”. The third sentence in the same paragraph should contain the words “at the stage in paragraph 3” rather than “at stage 3”. With the addition of these amendments the Committee AGREED the grievance procedure.

F176.2 General Training Policy

The Committee considered and AGREED the general training policy after one amendment as follows: It decided to add the words “and any policy priorities of the Council” to the end of the second sentence of paragraph 1.

The Chairman closed the meeting by thanking past and present members of the Committee for their support over the last four years.

Signed.....

Date.....