



**095HR TO REVIEW THE TOWN COUNCILS 'FINANCIAL REGULATIONS AND MAKE RECOMMENDATIONS RE ADOPTION TO BOURNE TOWN COUNCIL**

The clerk had already presented the revised Financial Regulations to the members.  
*Proposed Cllr Mrs J Smith, seconded Cllr Mrs B Johnson and unanimously*

**RESOLVED:** To **RECOMMEND** that the revised Financial Regulations are adopted by Bourne Town Council

**096HR TO AGREE THE PRIORITIES FOR THE HR WORKING PARTY GOING FORWARD**

The following was discussed:

- Review appraisal timetable
- Review Deputy position over the next 3-6 months
- Research the possibility of employing someone on an apprenticeship basis
- Staff handbook
- Standing Orders
- Terms and Conditions of employment
- Job Descriptions ( certainly the clerks and the assistant administrators)
- Investment Strategy
- Financial procedures operating manual

It was agreed that a new schedule would be put together by the clerk.

**097HR TO DISCUSS ANY SUCH INFORMATION WHICH THE CHAIRMAN MAY LEGALLY BRING TO THE COMMITTEE'S ATTENTION**

The clerk was asked to prepare a brief note on the terms of the lease/agreement between the Town Council and SKDC with regard to the Council Offices.

*Due to there being no further business the Chairman declared the meeting closed at 19.08hrs*