MINUTES of a MEETING of the HUMAN RESOURCES & GOVERNANCE COMMITTEE of Bourne Town Council held on Tuesday 28th October 2019 at 6.30pm, at the SK Community Point

(Recorded by Town Clerk)

Present: Chairman Cllr R McKinney

Councillors C Pattison P Fellows P Knowles

Clerk I Sismey 0 member of the public

273HR TO RECEIVE/APPROVE REASONS FOR APOLOGIES FOR ABSENCE

Proposed Cllr P Fellows, seconded Cllr C Pattison and unanimously

RESOLVED: To Approve the reasons for apology for absence from Cllr A Kelly

274HR TO RECEIVE DECLARATIONS OF INTEREST

Non Received

275HR TO CONSIDER REQUESTS FOR DISPENSATION

No written or verbal requests had been received

276HR INDICATION BY MEMBERS OF THE PUBLIC WISHING TO SPEAK ON AGENDA ITEMS

There were no members of the public present

277HR TO ADOPT THE NOTES OF THE MEETING HELD ON 27th AUGUST 2019 AS A TRUE RECORD AND TO RESOLVE FOR THE CHAIRMAN TO SIGN THEM

Proposed Cllr P Knowles, seconded Cllr C Pattison and unanimously

RESOLVED: To adopt the Notes as a true record and for the Chairman to sign them as the

Minutes of the above mentioned meeting

278HR TO DISCUSS/REVIEW THE TOWN COUNCIL'S REVISED STAFF HANDBOOK AND RECOMMEND ITS ADOPTION BY BOURNE TOWN COUNCIL

The document was presented by the clerk. Certain amendments were requested.

Proposed Cllr P Knowles, seconded Cllr R McKinney and unanimously

RESOLVED: To RECOMMEND to Bourne Town Council the adoption of the staff handbook as

amended.

279HR TO DISCUSS/REVIEW THE TOWN COUNCIL'S TERMS AND CONDITIONS OF EMPLOYMENT AND RECOMMEND THEIR ADOPTION BY BOURNE TOWN COUNCIL

The document was presented by the clerk. Certain amendments were requested.

Proposed Cllr P Fellows seconded Cllr C Pattison and unanimously

RESOLVED: To **RECOMMEND** to Bourne Town Council the adoption of the terms and

conditions of employment as amended.

280HR TO DISCUSS/REVIEW THE TOWN COUNCIL'S EQUALITY AND DIVERSITY POLICY AND RECOMMEND ITS ADOPTION BY BOURNE TOWN COUNCIL

The document was presented by the clerk. Certain amendments were requested.

Proposed Cllr P Fellows seconded Cllr R McKinney and unanimously

RESOLVED: To **RECOMMEND** to Bourne Town Council the adoption of the equality and diversity policy as amended.

281HR TO RESOLVE WHETHER IN ACCORDANCE WITH SECTION 1 OF THE PUBLIC BODIES (Admission of Meetings) ACT 1960 THE PUBLIC AND PRESS SHOULD BE TEMPORARILY EXCLUDED FROM THE MEETING DUE TO THE POSSIBLE SENSITIVE NATURE OF THE FOLLOWING BUSINESS

It was not necessary to invoke this resolution as no members of the press or public were present.

282HR TO DISCUSS THE BUDGET RELATING TO STAFF REMUNERATION AND TO RECOMMEND IT'S INCLUSION IN THE COUNCILS DRAFT BUDGET

The clerk presented the members with three alternative proposals:

- All possible alternatives to include two public toilets to be managed, BTC paying 100% of the street cleaning costs
- Community Cleaner share with SKDC
- Community cleaner share with SKDC and only one set of toilets in operation

The members were of the opinion that at this stage the Council should be looking at all possible Options and this should include the full cost of a full time employee in the office and a Competitive salary for all three amenity operatives.

Proposed Cllr P Knowles, seconded Cllr R McKinney

RESOLVED: To **RECOMMEND** to the Finance & General Purposes the draft HR&G Budget as amended.

283HR TO DISCUSS ANY SUCH INFORMATION WHICH THE CHAIRMAN MAY LEGALLY BRING TO THE COMMITTEE'S ATTENTION

The clerk was asked to inform the Town Councillors of forthcoming training sessions

Due to there being no further business the Chairman declared the meeting closed at 18:43hrs