



# New Alresford Town Council

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## Minutes of the meeting of New Alresford Operations and Resources Committee held on Monday 13 July 2021 commencing at 7.30pm

Name	Present	Apologies	Absent
Cllr Evans (Chair) (SE)	✓		
Cllr Bean (AB)	✓		
Cllr Gordon Smith (RGS)	✓		
Cllr Jeffs (BJ)	✓(Virtual)		
Cllr Weston (MW)	✓		

**ALSO PRESENT:** Marcia Phillibert – Town Clerk/RFO

The Chair welcomed all present to the meeting.

### **OR21/014 Apologies for absence.**

No apologies received

### **OR21/015 Dispensations for disclosable pecuniary interests under section 33 of the localism act 2011.**

The Clerk advised nothing was received

### **OR21/016 Declarations of disclosable pecuniary and non-pecuniary interests on items on the agenda.**

No declarations made

### **OR21/017 Public participation**

No members of the public present

### **OR21/018 Approve the minutes and recommendations of the Operations and Resources Committee held on 21 June 2021.**

**RESOLVED:** That the minutes and recommendations of the Operations and Resources committee held on 21 June 2021 is approved.

Proposed: AB	Second: SE
For: All	Against: Abstain:

### **OR21/019 Clerks Report**

The Clerk's report was reviewed.

### **OR21/020 Chairs' update**

The Chair advised that NATC need to be aware of the possible VAT implications when carrying out works to the building. NATC held a meeting with an expert and will report back to committee when research complete

### **OR21/021 Review the Balance Sheet, Bank Reconciliation, Bank Statements, Income and Expenditure, Purchase Ledger and Payments Reports as of 30 June 2021**

The financial reports were reviewed in detail and to be referred to Town Council for approval.

**OR21/022 Review Grant applications**

**(i) Victim Support**

**RESOLVED: That the Grant application from Victim Support for £100.00 is agreed and referred to Town Council for formal approval**

Proposed: RGS		Second: MW
For: All	Against:	Abstain:

**OR21/023 Review the Code of Conduct.**

Two updates to the Code of Conduct

3.10 Complies with the requirements contained in the Council's guidance, policies, protocols and procedures relating to conduct

Part 3, 1.6 - Register of Interest forms must be updated annually (even if new interests have not arisen), this applies in both election and non-election years.

Register of Interest forms are published on the principal authority's website

**RESOLVED: That the Code of Conduct amendments be agreed and referred to Town Council for approval**

Proposed: SE		Second: MW
For: All	Against:	Abstain:

**OR21/024 Review employee return to work Risk Assessment**

The return to work Risk assessment was reviewed, the office staff are on a gradual return to work and from Tuesday 31 August onwards return to the office as per normal and working from home allowance ceases.

**RESOLVED: That the return to work Risk Assessment is referred to Town Council for approval**

Proposed: SE		Second: AB
For: All	Against:	Abstain:

**OR21/025 Approve virement of £10,000 from Heritage Bollards to Traffic Calming within the Planning Committee budget.**

**RESOLVED: That there is a virement of £10,000 from Heritage Bollards to Traffic Calming budget line.**

Proposed: AB		Second: RGS
For: All	Against:	Abstain:

**OR21/026 Approve an independent IT consultant conducts a Network audit.**

**RESOLVED: That there is an independent assessment of NATC IT network audit at a maximum price of £500.00**

Proposed: SE		Second: RGS
For: All	Against:	Abstain:

**OR21/027 Exclude the public**

**RESOLVED: That the public are excluded from the meeting due to the confidential nature of the business to be transacted.**

Proposed: SE		Second: MW
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For: All	Against:	Abstain:
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**OR21/028 Staff appraisals**

The Clerk shared the end of year staff appraisal of the Assistant Clerk and the interim appraisals of all other employees.

The meeting concluded at 21:09

**Date of next meeting will be held on Tuesday 14 September 2021, commencing at 7.30pm**