

CHESHAM TOWN COUNCIL
MINUTES of the meeting of the CORPORATE SERVICES COMMITTEE

held on 7th October 2024

Councillors:

Councillor Alan Bacon
Councillor Joseph Baum
Councillor Simon Booth

Councillor Mohammad Fayyaz
Councillor Justine Fulford
Councillor Francis Holly

In attendance:

Louise Hayday
Georgina Fernandez
Ashley Myers

CEO/Town Clerk
Democratic Services Officer
Head of Corporate Services

98. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Ditta and Hood. No apologies were received from Councillor Matthews and she was considered absent.

99. DECLARATIONS OF INTEREST

There were none.

100. MINUTES OF PREVIOUS MEETINGS

The minutes of the Corporate Services Committee held on 22nd July 2024 were approved as a correct record and signed by the chair.

Councillor Booth asked if there was any further correspondence from Caplor Energy which the CEO replied there was not, but it was agreed that the CEO would send a chasing email.

101. ACTION TRACKER

The action tracker was noted by members.

102. UNION STRIKE UPDATE

Members noted the information, and the CEO confirmed that three staff members are members of the union.

103. APRIL & MAY PAYMENTS

The CEO confirmed that a schedule of payments would be presented at each Corporate Services meeting and published on the website as is a legal requirement.

Councillors questioned Amazon purchases as these do not sit well with council objectives and local business should be the first port of call for supplies. The CEO agreed confirming this was being addressed.

It was confirmed that the BT contract was being cancelled.

104. CASUALS RATE OF PAY

To inform the committee of the current casual pay structure and recommend improvements for the coming financial year.

RESOLVED

- i) To budget to pay all staff, regardless of age, The National Living Wage (currently £11.44 per hour) from April 2025.
- ii) CEO to consider the rate of pay for apprentices going forward, prior to any new contracts being offered.
- iii) CEO to review budgets and consider paying real living wage once national pay scales have been agreed.

105. ACCOUNTING SERVICES

To inform the Committee of the current arrangement and agree a way forward.

RESOLVED

That FRSSSE compliant reports are no longer completed for the Council and the services of DCK for accounting purposes are not contracted for the 24/25 financial year or for future years.

106. RECOMMENDATIONS FROM OPERATIONAL SERVICES COMMITTEE

To inform the committee of the decisions made at Operational Services and seek approval for funding.

RESOLVED

- i. Approve Quote 2 as the contractor for the depot toilets work.
- ii. Approve the funding of the depot toilets from the Capital Fund EMR at a cost of £10,000
- iii. Approve the funding of the wall repair from the Capital Fund EMR at a cost of £14,800
- iv. Review council assets not currently covered by insurance

107. CEO/TOWN CLERK TRAINING

To review the provision of training for the CEO and to make recommendations on funding for a Level 5 (Foundation Degree) Community Governance course.

RESOLVED

That funding for the Level 5 (Foundation Degree) Community Governance course for the CEO be approved, subject to any funding being repaid by the CEO pro rata should she leave a year of completing the course.

108. EXCLUSION OF THE PUBLIC AND PRESS

109. FOOD & BEVERAGE PROVISION

To propose the way forward with regards to food & beverage provision within the Council.

RESOLVED

- i. The appointment of a Food & Beverage Manager on SCP 2:3 to start 1st April 2025, to be included in the budget, subject to the budget of 2025/26 being agreed.**
- ii. To proceed as recommended within the confidential report.**

The meeting closed at 8.23pm