



TOWN COUNCIL OFFICES

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Members of the public and press are entitled to attend the following meeting in accordance with s.1 of the Public Bodies (Admission to Meeting) Act 1960, as amended by S.100 of the Local Government Act 1972, unless the Committee, by resolution, enters confidential session when the public are lawfully excluded.

During the public participation period held immediately prior to the agenda, members of the public are welcome to speak on any matter relevant to the Committee as long as they have given prior notice of the subject matter to the Town Clerk. However, if that matter is not included in the agenda, no resolution can be made. The Chairman will use his discretion when permitting members of the public to speak.

Tuesday 30th October 2018

To all members of the Shepton Mallet Town Council Policy & Resources Committee

You are requested to attend a **Meeting of Shepton Mallet Town Council's Policy & Resources Committee** to be held at **7.00 pm** on **6th November 2018** at **The Asham Committee Room Mendip District Council Offices, Cannards Grave Road Shepton Mallet, BA4 5BT** when the following business will be transacted.

Yours faithfully

Paula Robertson

Acting RFO (Office Manager)

A G E N D A

- P&R21.1** To receive apologies for absence
- P&R21.2** To receive any declarations of interest in items on this agenda.
- P&R21.3** To receive and approve the Minutes of the Policy & Resources Committee Meeting held on 4th September 2018.
- P&R21.4** To receive the report of the Acting RFO:
1. Method of payment of staff salaries (*RFO*)
- P&R21.5** For resolutions/to note
1. To receive nominations and elect a member to the vacancy on the Committee (*please note that Cllr Stevens has expressed his willingness to serve*)
 2. To receive the financial statement for the period 1st April 2018 to the 30 September 2018.
 3. To agree the Committee's budget for the financial year 2019/20 and make recommendations to full Council
 4. To resolve to set up a BACS system for the reliable payment of staff salaries.
 5. To agree the recommendation of the Staffing Sub-Committee and make a temporary salary uplift to the Acting RFO to SCP 33 (within the RFO scale 33-37), backdated to 1st September 2018.
 6. To agree the recommendation by the Staffing Sub-Committee that a part time Admin Assistant should be recruited for an initial period of one year to cover maternity leave.
 7. To note that the Town Clerk's NJC contract has been approved by the Staffing Sub-Committee, signed and initialled on each page by Cllrs Chris Inchley, SMTC Chairman, and John Parham, Chairman of Policy & Resources.
- P&R21.6** Grant Applications
1. Shepton Mallet Snowdrop Festival - £1000.00
 2. Somerset & Wessex Eating Disorders Assoc. (SWEDA) - £700.00
 3. Rubbish Art Project – £2610
- P&R21.7** Date of next meeting – Tuesday 15th January 2019.