



**HAYLE TOWN COUNCIL
RESOURCE COMMITTEE MEETING**

THURSDAY 28 OCTOBER 2021

7.30 p.m.

HAYLE COMMUNITY CENTRE, 58 QUEENSWAY, HAYLE

Dear Councillor

You are summoned to attend the Resource Committee Meeting of Hayle Town Council, to be held at Hayle Community Centre commencing at 7.30pm on Thursday 28 October 2021. The following agenda will then be discussed.

Eleanor Giggall
Town Clerk
21 October 2021
(Office)

01736 755005

Members of the Public are welcome to attend. Members of the public are invited to 'book' a place prior to the meeting. If you wish to book a place, please email the council office info@hayletowncouncil.net by 11a.m. on the day of the meeting. Masks should be worn, sanitiser will be provided and seats for members and the public will be suitably spaced.

AGENDA

- 1 TO RECEIVE APOLOGIES**
- 2 TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**
- 3 TO APPROVE THE MINUTES OF THE RESOURCE COMMITTEE MEETING 22 JULY 2021**
- 4 TO CONSIDER APPLICATIONS FOR GRANTS AND DONATIONS (2nd TRANCHE):**
 - a) Woodland Wellbeing**
 - b) Friends of St Erth School**
- 5 CORRESPONDENCE**
 - a) To consider and note letters of thanks from recipients of grants**
- 6 TO NOTE THE REPORT AND TO APPROVE THE RELEASE OF THE 1st and 2nd QUARTERLY PAYMENT TO HAYLE YOUTH PROJECT NOTING A CHANGE IN OPERATIONS DUE TO COVID-19**

- 7 **TO NOTE THE FINANCIAL QUARTERLY REPORT FOR THE PERIOD JUNE TO SEPTEMBER 2021 INC.**
- 8 **TO REVIEW, APPROVE AND ADOPT THE AMENDED AND/OR DRAFT HR/PERSONNEL DOCUMENTS AS RECOMMENDED BY ELLIS WHITTAM FOLLOWING A COMPLETE REVIEW:**
- a) **Staff Handbook, (Amended, updated) and to determine if the document should be contractual, as currently, or non-contractual**
 - b) **Contract (Amended)**
 - c) **Grievance Policy (Amended, updated)**
 - d) **Expenses Policy (Draft, for Councillor and Employees)**
 - e) **Absence Policy (Draft)**
 - f) **TOIL Policy (Draft)**
 - g) **Leave and Flexible Working Policy (Draft)**
 - h) **Recruitment Policy and Procedure (Adopted, review only)**
 - i) **Training and Development Policy (Draft, for Councillors and Employees)**
 - j) **Long Term Absence Policy (Draft)**
- 9 **TO ADOPT THE DRAFT HANDLING COMPLAINTS PROCEDURE (Model Document produced by CALC)**
- 10 **TO APPOINT 2 ADDITIONAL SIGNATURES TO APPROVE FINANCIAL TRANASCTIONS (CHEQUES AND ELECTRONIC PAYMENTS)**
- 11 **TO PERMANENTLY RESOLVE TO ABOLISH LIBRARY FINES AND TO NOTE AND ACCEPT THE OFFER OF A TAPERING FUND FROM CORNWALL COUNCIL IN THE SUM OF £1023.81**
- 12 **TO NOTE THE FREE PARKING IN CORNWALL COUNCIL CAR PARKS ON SATURDAY 4 DECEMBER TO SUPPORT SMALL BUSINESS SATURDAY AND TO CONSIDER AND APPROVE THE PURCHASE (FROM CORNWALL COUNCIL) OF ADDITIONAL FREE DAYS PARKING AS IN PREVIOUS YEARS**
- 13 **TO APPROVE THE RELEASE OF THE ANNUAL GRANTS TO FRIENDS OF THE TOWANS, £2,500, AND HAYLE CHRISTMAS LIGHTS, £1000**
- 14 **TO NOTE THE COUNCILLORS INTERNAL REPORTS OF APRIL 2021 AND OCTOBER 2021**
- 15 **TO NOTE AND VERIFY THE COMMUNITY INFRASTRUCTURE LEVY ANNUAL REPORT FOR 2020-2021**
- 16 **TO APPROVE THE CURRENT LIST OF DIRECT DEBITS AND CREDIT RECEIPTS (VARIABLE AND FIXED)**
- 17 **OPPORTUNITY FOR MEMBERS/OFFICERS TO BRING FORWARD ITEMS/PROJECTS WHICH MAY HAVE BUDGETARY IMPLICATIONS ON THE 2022-2023 PRECEPT**

TO CONFIRM THE DATE OF THE NEXT MEETING: 25 NOVEMBER 2021