



New Alresford Town Council

Alresford Recreation Centre, The Avenue, Alresford, Hants, SO24 9EP

Tel: 01962 732079. Email: townclerk@newalresford-tc.gov.uk. Website:

www.newalresford-tc.gov.uk

21 June 2023

To All Members of Operations and Resources Committee

You are hereby summoned to attend the Meeting of the Operations and Resources Committee to be held at Alresford Recreation Centre on Tuesday 27 June 2023 commencing at 7.30pm for the purpose of transacting the following business.

You are requested to send your comments to deputyclerk@newalresford-tc.gov.uk

S. Johnson

Deputy Clerk

**MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND
PUBLIC PARTICIPATION IS ALLOWED ONLY AT THE INVITATION OF THE COUNCIL**

1. APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

2. INTERESTS AND DISPENSATIONS

To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests on Items on the Agenda and any Dispensations.

3. PUBLIC PARTICIPATION

Public participation for fifteen minutes to allow members of the public present to raise questions, to ask questions of, and make comments, regarding the Town Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Each person wishing to speak will be allowed a maximum of three minutes. *(Public Bodies (Admission to Meetings) Act 1960, Section 1)*

4. MINUTES OF THE LAST MEETING

To approve the minutes of the Operations and Resources meeting held on 14 March 2023.

5. CLERK'S REPORT

To receive the Clerk's report

6. CHAIRMANS REPORT

To receive the Chairmans report.

7. FINANCE

To review the year end Ear Marked Reserves and recommend any new Ear Marked Reserves

To review the end of year Finance documents and General Reserves position

To review Financial Regulations and Delegated Authority and make recommendations to Council

To approve annual IT telephone support contract

8. HEALTH AND SAFETY

To review the Health & Safety Risk Assessment, receive updates on task based risk assessments and agree actions

9. FIRE SAFETY

To review the Fire Safety Risk Assessment and agree actions

10. EMERGENCY LIGHTING

To review the Emergency Lighting report and agree actions

11. ASBESTOS PLANS

To review asbestos plans and agree actions

12. GRANT APPLICATIONS

To review grant application from St John's Church

13. BIN AREA - THE ARC

To discuss the bin area by The ARC

14. EXCLUSION OF PRESS & PUBLIC

The Town Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature of the business about to be transacted. *(Public Bodies (Admission to Meetings) Act 1960 section 1(2))*

15. THE ARLEBURY

To receive report in relation to lease arrangements and consider request to put a sign on the ARC

To consider request for contribution to electricity costs towards a water heater during period of boiler works at the ARC

16. STAFFING UPDATE

To ratify acting up payment to the Deputy Clerk

To consider and approve staff pay increases based on appraisals.

To consider existing staff are back dated to 1st April 2023 for Local Government Pension Scheme (as per resolution 22/229)

To agree a plan for the new Town Clerk's mentorship

Meetings are recorded and documents pertaining to items on the agenda are available on the Council website