

Item 10.1  
Standing Orders

**Background**

Item 19c of the Standing Orders states that:

*The chairman of the Finance and Management Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the employees. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Finance and Management Committee.*

**For Consideration**

Cllrs are asked to consider recommending the amendment of the Standing Orders to reflect that the Chair of the Council should undertake the appraisal of the Town Clerk with the Town Clerk to appraise all other staff. The appraisals would then be reported to Finance and Management committee for approval by resolution.

Item 10.2  
Debtors

### **Background**

At the February F and M Committee, an item was considered about how we write off the RM debt to the council. Questions were asked as to whether the whole debt should be written off (less the amount recovered), or the debt – less the amount recovered – less the amount identified by the courts that we could realistically recover (circa £17k). This was brought for consideration to March Full Council where additional information was requested from the external auditors.

As requested, the RFO has been in contact with the External Auditors for the Council (Mazars) who advise that:

*It is ultimately up to the Council to decide how much to write-off.*

*If the council decides that the extra £17K is not recoverable because the former officer has insufficient funds left then it would be appropriate to write that off. The letter doesn't commit to recovering this sum. The debtor at 31/3/22 should relate to amounts owed to the Council for which there is still a reasonable expectation of recovery.*

*The decision should be minuted and preferably based on independent evidence rather than a representation by the former employee or their legal representatives. The Council will need to be mindful that electors may wish to challenge the decision and seek assurance that everything possible was done to recover the money. If the Council is confident it can demonstrate that it has taken reasonable steps to recover the money then a write-off should be justifiable.*

### **Recommendation**

Cllrs are asked to consider how they would like to see the debt reflected in the accounts.

Item 10.3  
Ukrainian Support

**Background**

In March 2022, the Town Council were made aware of a humanitarian request for items to be sent to support those fleeing the Ukraine and those still within Ukrainian borders.

It was agreed at Finance and Management Committee on 16<sup>th</sup> March 2022, that a cash donation of £1,000 be made to the Disasters Emergency Committee so that it could be used to greatest effect. The funds were found from the Small Grant Award scheme and were spent using Power of Competency.

**For Consideration**

Cllrs at that Committee meeting requested that the Full Council consider donating additional funding supporting those directly affected by the Ukrainian situation.

Item 11.1  
Complaints Committee / Councillors Co-option

**Background**

Co-option On 2<sup>nd</sup> March 2022, Councillors interviewed a candidate for the position of Co-opted Councillor. It was agreed that another advert be placed for the vacancy to see if additional candidate could be attracted. It was further agreed that an extraordinary meeting be held on 6th April to reconsider all applicants. The closing date for the second round of applicants has now passed and no additional candidates have come forward.

Complaint A complaint has been received about the Councils handling of the Councillor Co-option Process. As the complaint cites the entire council, all councillors would need to declare an interest. For this reason, the Extraordinary Meeting was cancelled.

**Recommendation**

Councillors are asked to confirm that the following councillors will form the Complaints Committee:

Cllr Angi Cooney  
Cllr Niamh Mahon  
Cllr Christine Martin  
Cllr Ian Pyke

Councillors to confirm the date for the formal Complaints Committee with the Complainant and their representative has been scheduled for 10am on Thursday 21<sup>st</sup> April in the Council Chamber.