

BTM Community Council

Finance, Employment & Policies Committee

Meeting held at BTMCC Offices 29th August 2023

Attendees: Anne Birkenshaw (Clerk and RFO), Cllr Phil Rosser, Cllr Chris Morgan, Cllr Jill Winslade, Cllr Liz Aldworth all in person and Cllr Seve Aichler via Teams.

1. No apologies required all members of committee present.
2. No declarations of interest made.
3. To check and amend the caretakers' contract and job description.

The caretaker for the workmen's hall is requesting a rise, committee discussed this and with advice of the clerk it was agreed to move the caretaker onto the next banding, this will allow further incremental rises over several years in line with an updated job description and contract to be presented and agreed by both parties in the autumn.

4. To check and agree four new policies required by law which we need to agree and adopt.

Lone Working; CCTV; Welsh Language and Standing Orders new model from One Voice Wales all agreed to present to full council on 7th September.

AOB

I has been raised to this committee by the Chair of Bedwas Workmen's Hall that he has great concerns about the halls administration system, out of date forms etc.

To maintain an auditable system that will also include all forms, policies, risk assessments etc it was decided that we should install a professional Administration System, this software can be provided by Syntech who also provide the system for BTMCC. This is Microsoft 365 business package including licences. As discussed, the cost agreed was **£1008.00.**

There is money in the budget for this cost which committee saw as an investment in making the running of the hall more professional. The committee agreed that the clerk should double check the figures prior to the meeting on the 7th of September but agreement in principle for the requirement of the software was unanimous.

5. Date of next meeting TBA

Meeting ended 7pm