

# GOVERNANCE, FINANCE & RESOURCES COMMITTEE

2 June 2026

## Extract of Minutes – Recommendations to Council

### 8.4 Council's Reserve Policy

The RFO introduced the Annual Review of the Council's Reserve Policy and the level of general reserves required was discussed.

Recommendations received by the RFO have ranged from 3 to 12 months of expenditure, and it was agreed to remain at 3 months. The RFO also noted that the guidance documents referenced be checked for newer editions.

It was also noted that the names of the Committees contained within the document needed to be updated following the recent review, and the above changes in reserve names be updated.

**RECOMMENDED**      **That the Financial Reserves Policy be approved subject to the amendments as detailed above.**

### [Financial Reserves Policy](#)

### 8.5 Professional Fees Expenditure

The RFO explained that the Town Council's insurance policy for 2026/27 was the last year under the current contract and a full review was required for the new policy.

In addition to this, the RFO had been advised that insurance reinstatement valuations should now be carried out every 3 years for buildings, monuments and civic regalia, due to rapidly changing costs, and every 5-10 years for other valuable items.

The RFO advised that quotes had been sought and therefore approval was required for the additional expenditure.

It was queried whether the valuers would have adequate insurance themselves for if an item was misvalued and the Council suffered a

loss as a result. The RFO advised the valuers should have professional indemnity insurance but would seek to confirm this. It was proposed, seconded and unanimously agreed to propose the additional expenditure for recommendation to Council.

**RECOMMENDED**      **That the additional expenditure for Valuation be approved and met from reserves, if required.**

## **8.8 Document Retention Policy**

The Committee considered the proposed Document Retention Policy which proposed to provide a corporate policy framework to ensure that certain documents were dealt with in the correct manner and were retained and/or disposed of in the correct method and timescale. It was noted that this would apply to both paper and electronic copies of documents and Appendix A listed the schedule of how long each type of document should be kept.

It was proposed, seconded and unanimously agreed to approve the Document Retention Policy for recommendation to Council.

**RECOMMENDED**      **That the Document Retention Policy be approved for adoption.**

### [Document Retention Policy](#)

## **8.9 Flexible Working Policy**

The Committee considered the proposed Flexible Working Policy. Members noted that the policy reflected employees' statutory rights and current employment legislation. It was noted that employees are entitled to request flexible working from their first day of employment and that the Council is required to consider such requests reasonably and within the prescribed timescales.

Members further noted that, whilst the Council is not obliged to approve every request, any refusal must be based on legitimate operational grounds. The policy also highlighted the Council's legal obligations in relation to reasonable adjustments for employees with disabilities or long-term health conditions.

The Committee agreed that the policy provided a clear framework for considering flexible working requests fairly, consistently and in accordance with employment law, whilst ensuring that the operational needs of the Council continue to be met.

The Committee further agreed that, should a flexible working request be submitted by an employee, the request would be considered by the Town Clerk in consultation with the Personnel Lead (being the Vice-Chair of this Committee) and, where appropriate, the Mayor and/or another member of the Committee, before a recommendation or decision is made in accordance with the policy.

It was then proposed, seconded and unanimously agreed to approve the Flexible Working Policy for recommendation to Council

**RECOMMENDED**      **That the Flexible Working Policy, be amended as outlined above, and adopted.**

### **Flexible Working Policy**