

**TEWKESBURY TOWN COUNCIL  
STAFFING COMMITTEE  
TUESDAY 10<sup>TH</sup> NOVEMBER 2020**

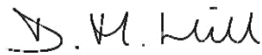
**To: Members of Staffing Committee:** Councillors J Raywood, (Chair), K Brennan, H Davis, K Powell, S Raywood

You are summoned to attend a meeting of the Staffing Committee which will be held remotely via Zoom, on **Tuesday 10<sup>th</sup> November 2020 commencing at 4.00pm**

**Members of the public and press are welcome to attend.**

Zoom meeting id: 939 5950 2039

Zoom meeting password: 211223



Debbie Hill  
Town Clerk  
4<sup>th</sup> November 2020

**AGENDA**

1. To receive apologies
2. To receive declarations of interests
3. To receive dispensations
4. To approve the minutes of the Staffing Committee meeting held on 13<sup>th</sup> October 2020
5. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
6. To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. Sub section 2
7. Matters arising from the minutes – for information only
8. Staffing Matters

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON  
TUESDAY 13<sup>TH</sup> OCTOBER 2020 VIA ZOOM AT 4.00 PM**

**Present:** Cllrs J Raywood (Chair), P Aldridge (Town Mayor), K Brennan, H Davis, S Raywood, J King (Assistant Town Clerk)

- 1) **To receive apologies**  
None. Cllr Powell was absent.
- 2) **To receive declarations of interests**  
None received.
- 3) **To receive dispensations**  
None.
- 4) **To approve the minutes of the Staffing Committee meeting held on 21<sup>st</sup> September 2020**  
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 21<sup>st</sup> September 2020. Proposed by Cllr Davis, seconded by Cllr Brennan.
- 5) **Public participation**  
None.
- 6) **To resolve that the press and public are excluded due to the confidential nature of the business under the Public Bodies (Admissions to Meetings Act) 1960 s.1. Sub section 2**  
Proposed by Cllr S Raywood, seconded by Cllr Brennan.
- 7) **Matters arising from the last meeting – for information only**  
Purchase of mobile phone – ongoing  
Town Clerk’s interim review – postponed due to operation
- 8) **Staffing Matters**
  1. **Town Clerk:** Has had surgery on her leg. Assistant Town Clerk will work some additional hours in her absence, where required.  
It was RESOLVED that additional hours could be worked by the Assistant Town Clerk where required and that any additional hours would be taken as TOIL  
Proposed by Cllr Aldridge, seconded by Cllr Davis.
  2. **Holiday Calendar:** Calendar has been sent to Cllr J Raywood. An updated copy will be sent on a monthly basis.
  3. **Finance Assistant:** The additional measures required for the Finance Assistant to safely return to work in the office were discussed. The Mayor’s Parlour will be used a separate office. Cllr J Raywood to circulate the details proposed to the Staffing Committee.

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- 4. **Finance Support:** It was agreed that an additional day of support could be used if necessary.

9) **To consider the draft budget for 2021-22**

The 6 month budget position was reviewed, it was in line with expectations.

**Action:** Details of furlough payments received to be circulated to Committee.

The 2021-22 budget was reviewed. Cllrs discussed the Local Government pay award and whether this would impact on the future budget. A 4% increase per annum has been included, so should cover any increases.

**Actions:** FM Contractor amounts to be increased by same percentage as rest of the budget.  
Year 4 to be rolled forward on same basis as increases in previous years.  
PAYE & NI costs to be split from salaries line as in 2020-21.

There being no further business the meeting closed at 5.00pm.

Signature of Chairman upon approval of Minutes ..... 10<sup>th</sup> November 2020