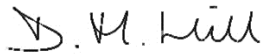


**TEWKESBURY TOWN COUNCIL
STAFFING COMMITTEE
MONDAY 25TH APRIL 2022**

To: Members of Staffing Committee: Councillors S Raywood, (Chair), P Aldridge, K Brennan, M Sztymiak

You are summoned to attend a meeting of the Staffing Committee which will be held in the Mayor's Parlour, Tewkesbury Town Hall, on **Monday 25th April 2022 commencing at 4.00pm**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
20th April 2022

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 16th February 2022
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. Review the committee budget report
9. Agree any virements or earmarked reserves for 2021/22
10. Staffing matters

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 16TH FEBRUARY 2022
IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 9.00 PM**

Present: Cllrs S Raywood (Chair), P Aldridge, K Brennan, J Raywood, M Sztymiak,
D Hill (Town Clerk), J King (Assistant Town Clerk)
One member of the public

- 1) **To receive apologies**
None received.
- 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 20th December 2021**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 20th December 2021. Proposed by Cllr J Raywood, 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 Aldridge, seconded by Cllr Brennan.
- 7) **Matters arising from the minutes – for information only**
None.
- 8) **Review a complaint relating to a freedom of information request**

Councillors heard a complaint relating to information provided to councillors in an open meeting, but not made available to the public.

The complainant and the clerk provided statements and answered questions.

The councillors considered their decision and the following statement was made.

“The complainant has stated that documents were made available to councillors in open session that were not made available to the public.

Documents were not available to councillors or the public prior to the meeting.

TEWKESBURY TOWN COUNCIL

The document in question was provided to councillors at the meeting of 4th November and during that meeting was found to be incorrect and no decisions were made on this basis and this is confirmed by the minutes of 4th November.

This was an unusual situation and with hindsight the document should have been withdrawn and minuted as such.

The request for the document was made subsequent to the meeting and at this point the document was withheld under section 22 under public interest, as it is not in the public interest to have an incorrect document and the information was planned for publication subsequently and was done on December 8th. Advice was sought from GAPTC on how section 22 should be applied.

The complaint is not upheld.”

9) Staffing matters

i) Administration Officer

It was noted that the Administration Officer has successfully passed her probation period.

ii) Contracts Finder (Facilities Management Contract)

It was RESOLVED to recommend to Full Council that the tender submitted by GAB Services Ltd is accepted. Proposed by Cllr Aldridge, seconded by Cllr J Raywood.

There being no further business the meeting closed at 10.26am.

Signature of Chairman upon approval of Minutes

Detailed Income & Expenditure by Budget Heading 20/04/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>110 Staffing</u>							
1150 Staffing Income	0	969	0	(969)			
Staffing :- Income	0	969	0	(969)			0
4000 Staff Salary	8,164	79,663	91,405	11,742		11,742	
4030 PAYE and NI	1,949	17,823	16,000	(1,823)		(1,823)	
4040 Pension	2,064	23,582	24,000	418		418	
4050 Staff Travel	30	50	155	106		106	
4060 Councillor Travel	0	0	52	52		52	
4070 Staff Other Expenses	0	0	103	103		103	
4080 FM Contractor	5,005	57,330	57,330	0		0	
4090 Payroll Processing	0	362	515	153		153	
4100 Professional Fees	165	4,628	3,605	(1,023)		(1,023)	
4110 Training	270	1,384	2,575	1,192		1,192	
Staffing :- Indirect Expenditure	17,646	184,822	195,740	10,918	0	10,918	0
Net Income over Expenditure	(17,646)	(183,853)	(195,740)	(11,887)			
Grand Totals:- Income	0	969	0	(969)			
Expenditure	17,646	184,822	195,740	10,918	0	10,918	
Net Income over Expenditure	(17,646)	(183,853)	(195,740)	(11,887)			
Movement to/(from) Gen Reserve	(17,646)	(183,853)					

Annual Budget - By Centre (Actual YTD Month 12)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>110 Staffing</u>									
1150 Staffing Income	0	4,320	0	969	0	0	0	0	0
Total Income	0	4,320	0	969	0	0	0	0	0
4000 Staff Salary	101,476	83,700	91,405	79,663	0	0	96,242	0	0
4030 PAYE and NI	16,000	15,976	16,000	17,823	0	0	20,000	0	0
4040 Pension	23,000	45,074	24,000	23,582	0	0	25,000	0	0
4050 Staff Travel	150	0	155	50	0	0	161	0	0
4060 Councillor Travel	50	0	52	0	0	0	54	0	0
4070 Staff Other Expenses	100	1,239	103	0	0	0	107	0	0
4080 FM Contractor	46,800	52,000	57,330	57,330	0	0	68,250	0	0
4090 Payroll Processing	500	429	515	362	0	0	535	0	0
4100 Professional Fees	2,500	8,243	3,605	4,628	0	0	3,749	0	0
4110 Training	2,000	311	2,575	1,384	0	0	2,678	0	0
Overhead Expenditure	192,576	206,972	195,740	184,822	0	0	216,776	0	0
Movement to/(from) Gen Reserve	(192,576)	(202,651)	(195,740)	(183,853)	0		(216,776)		
Total Budget Income	0	4,320	0	969	0	0	0	0	0
Expenditure	192,576	206,972	195,740	184,822	0	0	216,776	0	0
Movement to/(from) Gen Reserve	(192,576)	(202,651)	(195,740)	(183,853)	0		(216,776)		