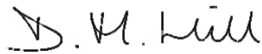


**TEWKESBURY TOWN COUNCIL  
STAFFING COMMITTEE  
WEDNESDAY 26TH JUNE 2024**

**To: Members of Staffing Committee:** Councillors A Hayes (Chair), H Bowman, J Raywood, C Robertson, 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 **Wednesday 26<sup>th</sup> June 2024 commencing at 4.00pm**

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



Debbie Hill  
Town Clerk  
20<sup>th</sup> June 2024

**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 6<sup>th</sup> December 2023
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 receive written correspondence
7. Matters arising from the minutes – for information only
8. To review the budget report
9. To approve the payments list
10. To note rolled up holiday payments to bar staff
11. To note FM contract renewal to be advertised September 2024 to coincide with the budgeting process
12. 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
13. Staffing matters
  - i. Review the training register
  - ii. Review the working from home arrangement for the Deputy Town Clerk
  - iii. Review of temporary increased hours for the Events & Venues Manager

- iv. Note temporary increase in FM contracted hours (20 hours per month) for June to August
- v. Review Town Clerk's appraisal

## TEWKESBURY TOWN COUNCIL

### MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 6<sup>TH</sup> DECEMBER 2023 IN THE COURT ROOM, TEWKESBURY TOWN HALL AT 4.00 PM

**Present:** Cllrs P Jones, (Chair), H Bowman, J Raywood, C Robertson, M Sztymiak, C Danter  
D Hill (Town Clerk)

- 1) **To receive apologies**  
None.
- 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 31st October 2023**  
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 31<sup>st</sup> October 2023. Proposed by Cllr Raywood, seconded by Cllr Sztymiak.
- 5) **Public participation**  
None.
- 6) **To receive written correspondence**  
None.
- 7) **Matters arising from the minutes – for information only**  
**Review monthly breakdown of staff working time** – this information has been circulated to committee members with role names as the identifier.  
**Budget report** – The Town Clerk has amended the description for the FM Contractor on Omega and now appears as Facilities Mgmt Contractor. Finance Committee to review splitting the Councillor travel and training budgets.
- 8) **To note the 2023/24 Local Government Services Pay Agreement of a flat rate payment of £1,925 for all staff to spinal point 43**  
The pay agreement was noted and the Town Clerk confirmed that the pay increase and back pay had all been actioned in the November payroll.
- 9) **To note the Real Living Wage increase to £12 per hour and to approve payment of this to impacted staff from 1<sup>st</sup> April 2024**  
The increase to the real living wage was noted and it was RESOLVED to approve the increase to impacted staff from 1<sup>st</sup> April 2024. Proposed by Cllr Bowman, seconded by Cllr Sztymiak.

**10) To approve the mental health policy**

The draft mental health policy was reviewed and it was agreed to clarify the annual assessment of employee health will be added to the appraisal process. It was RESOLVED to approve the mental health policy with the amendment as detailed. Proposed by Cllr Raywood, seconded by Cllr Danter.

**11) To approve the amended training policy**

The amended training policy was reviewed and it was agreed to add that the council will provide relevant publications offering information on all aspects of local government. It was RESOLVED to approve the training policy with the amendment as detailed. Proposed by Cllr Bowman, seconded by Cllr Danter.

**12) To review the annual budget report**

The annual budget report was reviewed and the budget figures for 2024/25 noted.

**13) 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 Danter, seconded by Cllr Raywood.

**14) Staffing matters**

**i) Review of salary scales following appraisals**

The committee reviewed the salary costings spreadsheet prepared by the Town Council's payroll services provider. It was RESOLVED to award a two point salary increase to the Events & Venues Manager with effect from 1<sup>st</sup> April 2023. Proposed by Cllr Sztymiak, seconded by Cllr Bowman. It was RESOLVED to award a three point salary increase to the Finance Officer with effect from 1<sup>st</sup> April 2023. Proposed by Cllr Bowman, seconded by Cllr Robertson.

**ii) Review of Events & Venues Manager job description and contracted hours**

The Events & Venues Manager job description was reviewed. The Town Clerk explained that following the Condition Surveys a grant application is being prepared for the Watson Hall and this will generate an increase in workload both in terms of the application and the background specialist reports, surveys, quotes etc that will need to be obtained. Costings relating to this increase had been obtained and were reviewed. It was RESOLVED to approve the amended job description and to increase the role to 30 hours per week on a six month basis with effect from 1<sup>st</sup> January 2024. Proposed by Cllr Danter, seconded by Cllr Raywood.

**iii) Review of Finance Officer contracted hours**

The Town Clerk reported that the Finance Officer has been regularly working around 28 hours per week to deal with the increased workload associated with the role. Historically the Finance Officer role was for around 14 hours per week but the work has grown considerably. The Finance Officer is also responsible for the Town Council's social media presence which has increased significantly and also assists the Events & Venues Manager. Costings relating to this increase had been obtained and were reviewed. It was RESOLVED to increase the role to 28 hours per week on a permanent basis with effect from 1<sup>st</sup> January 2024. Proposed by Cllr Raywood, seconded by Cllr Bowman.

**iv) Review of Assistant Town Clerk job title to Deputy Town Clerk**

The Town Clerk reported that the Assistant Town Clerk's role and responsibilities have increased since recruitment and the Assistant Town Clerk is now CiLCA qualified. It was RESOLVED to change the job title to Deputy Town Clerk. Proposed by Cllr Bowman, seconded by Cllr Raywood.

There being no further business the meeting closed at 5.35pm.

Signature of Chairman upon approval of Minutes

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## Detailed Income &amp; Expenditure by Budget Heading 20/06/2024

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>Staffing</b>						
110 Staffing						
4000 Staff Salary	17,721	113,420	95,699		95,699	
4030 PAYE and NI	3,364	25,145	21,781		21,781	
4040 Pension	4,834	27,820	22,986		22,986	
4050 Staff Travel	14	250	237		237	
4060 Councillor Travel	0	60	60		60	
4070 Staff Other Expenses	6	200	194		194	
4080 Facilities Mgmt. Contractor	12,376	74,256	61,880		61,880	
4090 Payroll Processing	74	550	476		476	
4100 Professional Fees	881	3,000	2,119		2,119	
4110 Training	348	700	352		352	
Staffing :- Indirect Expenditure	<u>39,617</u>	<u>245,401</u>	<u>205,784</u>	<u>0</u>	<u>205,784</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(39,617)</u>	<u>(245,401)</u>	<u>(205,784)</u>			
Staffing :- Income	0	0	0			
Expenditure	39,617	245,401	205,784	0	205,784	
<b>Movement to/(from) Gen Reserve</b>	<u>(39,617)</u>					
Grand Totals:- Income	0	0	0			
Expenditure	39,617	245,401	205,784	0	205,784	
<b>Net Income over Expenditure</b>	<u>(39,617)</u>	<u>(245,401)</u>	<u>(205,784)</u>			
<b>Movement to/(from) Gen Reserve</b>	<u>(39,617)</u>					

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR BUILD 64 BS Maintenance	66,935.00		66,935.00
321 EMR BUILD Town Hall Gardens	250.00		250.00
322 EMR MOOR Prior's Court	19,894.23		19,894.23
324 EMR E&A Noticeboards & Swapbox	1,708.00		1,708.00
325 EMR E&A Playground Projects	24,003.00		24,003.00
326 EMR E&A Youth	4,105.00		4,105.00
328 EMR BUILD War Memorial	7,875.73		7,875.73
329 EMR SH Severn Ham	34,133.00		34,133.00
330 EMR E&A CCTV	4,125.00		4,125.00
331 EMR E&A Tree Maintenance	5,650.00		5,650.00
332 EMR E&A Street Furniture	6,014.00		6,014.00
333 EMR E&A Toilet Block Project	13,145.00		13,145.00
335 EMR E&A Bus Shelters	10,773.25		10,773.25
336 EMR FIN Regalia	209.00		209.00
337 EMR FIN Website	2,520.00		2,520.00
338 EMR FIN Professional Fees	5,237.00		5,237.00
339 EMR FIN Legal	17,467.00		17,467.00
340 EMR FIN Elections	5,000.00		5,000.00
341 EMR FIN Tourism & Marketing	1,757.00		1,757.00
342 EMR FIN Newsletter	2,148.00		2,148.00
343 EMR SH Weeding	22,679.00		22,679.00
344 EMR SH Severn Ham Tree Maint	8,000.00		8,000.00
345 EMR SH Hay Sowing Project	8,675.00		8,675.00
346 EMR SH Footpath Repairs	3,253.00		3,253.00
349 EMR MOOR Projects	14,051.00		14,051.00
350 EMR BUILD Watson Hall Lease *	20,000.00		20,000.00
351 EMR BUILD 64 BS Grant Income	144,321.00		144,321.00
354 EMR BUILD TH Maintenance	18,029.00		18,029.00
355 EMR BUILD WH Projects	19,319.00		19,319.00
356 EMR BUILD WH Bar Equipment	2,062.00		2,062.00
357 EMR BUILD 64 BS Projects	11,219.00		11,219.00
359 EMR PLA Community Devel Planni	5,856.00		5,856.00
360 EMR BUILD TH Projects	33,362.00		33,362.00
361 EMR FIN Community Grants	600.00		600.00
362 EMR FIN Tewkes Live Music Fest	2,199.00		2,199.00
364 EMR Buildings Fundraising	720.00		720.00
365 EMR FIN Events and Services	2,439.00		2,439.00
366 EMR BUILD TH Equipment	870.00		870.00
367 EMR E&A Toilet Block Utilities	1,429.00		1,429.00
369 EMR STA Training	2,087.00		2,087.00
370 EMR PLA CIL	2,252.00		2,252.00
371 EMR PLA Planning Consultancy	1,415.00		1,415.00
372 EMR STA Professional Fees	3,792.00		3,792.00
373 EMR E&A Defibrillators	1,500.00		1,500.00
375 EMR BUILD WH Go Fund Me	76.00		76.00
	<u>563,154.21</u>	<u>0.00</u>	<u>563,154.21</u>