

**TEWKESBURY TOWN COUNCIL
STAFFING COMMITTEE
WEDNESDAY 4TH SEPTEMBER 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 4th September 2024 commencing at 4.00pm**

Members of the public and press are welcome to attend.



Debbie Hill, Town Clerk
30th August 2024

AGENDA

1. Receive apologies
2. Receive declarations of interests
3. Receive dispensations
4. Approve the minutes of the Staffing Committee meeting held on 26th June 2024
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. Receive written correspondence
7. Matters arising from the minutes – for information only
8. Review the budget report
9. 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
10. Staffing matters
 - i. Discuss committee succession planning
 - ii. Agree committee meeting schedule
 - iii. Review overview of working time split
 - iv. Review proposed Facilities Management contract tender to be issued
 - v. Consider and agree appointment of a part-time Asset Manager
 - vi. Review Deputy Town Clerk's salary
 - vii. Review Administration Assistant's salary
 - viii. Review Town Clerk's appraisal

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MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 26TH JUNE 2024 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 4.00 PM

Present: Cllrs A Hayes (Chair), H Bowman, P Jones (Town Mayor), M Sztymiak, C Danter
D Hill (Town Clerk), J Gill (HR Consultant)

- 1) **It was RESOLVED to co-opt Cllr Danter to the Staffing Committee meeting**
Proposed by Cllr Jones, seconded by Cllr Sztymiak.
- 2) **To receive apologies**
Cllrs J Raywood and C Robertson
- 3) **To receive declarations of interests**
D Hill re item 13 v.
- 4) **To receive dispensations**
None.
- 5) **To approve the minutes of the Staffing Committee meeting held on 6th December 2023**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 31st October 2023. Proposed by Cllr Jones, seconded by Cllr Sztymiak.
- 6) **Public participation**
None.
- 7) **To receive written correspondence**
None.
- 8) **Matters arising from the minutes – for information only**
Monthly breakdown of staff working time – Action: add this as an agenda item for the next meeting. To include the Facilities Management contractor.
- 9) **To review the budget report**
The budget report was reviewed. It was noted from cost code 4050 staff travel that actual expenditure is rounded up.
- 10) **To approve the payments list**
None.
- 11) **To note rolled up holiday payments to bar staff**
The HR Consultant confirmed that clarification had been given that the figure of 12.07% should be used for calculating rolled up holiday pay. The Town Clerk confirmed that this had been calculated and paid to bar staff for financial year 2023/24.

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- 12) **To note FM contract renewal to be advertised September 2024 to coincide with the budgeting process**

Action: Proposed contract terms to be circulated to the committee ahead of placing the notice.

- 13) **It was RESOLVED 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**

- 14) **Staffing matters**

i) Review the training register

The training register was reviewed. The committee agreed that when appropriate or requested, mentoring with the Town Council should be arranged.

ii) Review the working from homes arrangement for the Deputy Town Clerk

It was RESOLVED that the Deputy Town Clerk can continue to work from home one day a week. Attendance in the office three days a week will be required when the Town Clerk is absent and if business needs require attendance three days a week. The arrangement is to be reviewed in a years time. Proposed by Cllr Sztymiak, seconded by Cllr Jones.

iii) Review of temporary increased hours for the Events & Venues Manager

The Town Clerk reported that funding had been secured for Tewkesbury Live and that considerable work is required for the next planned funding application with staff time for this being accounted for within the funding awarded. To be reviewed December 2024.

It was RESOLVED to continue with a temporary increase of 30 hours a week for a further six months. Proposed by Cllr Danter, seconded by Cllr Jones.

iv) Note temporary increase in FM contracted hours (20 hours per month) for June to August

The temporary increase in hours was noted.

The Town Clerk left the meeting at this juncture.

v) Review Town Clerk's appraisal

The Town Clerk's appraisal was reviewed. The committee considered the job evaluation sheet for the Town Clerk's role.

It was RESOLVED to move the Town Clerk to SCP45 with effect from 1st July 2024.

There being no further business the meeting was closed.

Signature of Chairman upon approval of Minutes

Detailed Income & Expenditure by Budget Heading July 2024

Month No: 4

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Staffing							
110 Staffing							
4000 Staff Salary	102,221	35,937	113,420	77,483		77,483	
4030 PAYE and NI	26,889	6,698	25,145	18,447		18,447	
4040 Pension	28,544	9,842	27,820	17,978		17,978	
4050 Staff Travel	41	25	250	225		225	
4060 Councillor Travel	0	0	60	60		60	
4070 Staff Other Expenses	0	6	200	194		194	
4080 Facilities Mgmt. Contractor	71,400	25,405	74,256	48,851		48,851	
4090 Payroll Processing	444	148	550	402		402	
4100 Professional Fees	3,208	1,211	3,000	1,789		1,789	
4110 Training	340	348	700	352		352	
Staffing :- Indirect Expenditure	233,087	79,619	245,401	165,782	0	165,782	0
Net Expenditure	(233,087)	(79,619)	(245,401)	(165,782)			
6000 plus Transfer from EMR	(3,792)	0					
Movement to/(from) Gen Reserve	(236,879)	(79,619)					
Staffing :- Income	0	0	0	0			
Expenditure	233,087	79,619	245,401	165,782	0	165,782	
Net Income over Expenditure	(233,087)	(79,619)	(245,401)	(165,782)			
plus Transfer from EMR	(3,792)	0					
Movement to/(from) Gen Reserve	(236,879)	(79,619)					
Grand Totals:- Income	0	0	0	0			
Expenditure	233,087	79,619	245,401	165,782	0	165,782	
Net Income over Expenditure	(233,087)	(79,619)	(245,401)	(165,782)			
plus Transfer from EMR	(3,792)	0					
Movement to/(from) Gen Reserve	(236,879)	(79,619)					

Earmarked Reserves

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	0.00
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	0.00
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>-146,520.00</u>	<u>416,634.21</u>