


**TEWKESBURY TOWN COUNCIL
STAFFING COMMITTEE
WEDNESDAY 18TH JUNE 2025**

To: Members of Staffing Committee: Councillors E Ash (Chair), 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 18th June 2025 commencing at 6.00pm**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
13th June 2025

AGENDA

1. Receive apologies
2. Receive declarations of interests
3. Receive dispensations
4. Approve the minutes of the Staffing Committee meeting held on 15th January 2025
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 reports
9. Agree release of earmarked reserves and budget vires
10. Review of training register
11. Review Asset Manager work undertaken to date and planned work programme
12. Note completion of six month reviews for office staff

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 15TH JANUARY 2025
IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 4.00 PM**

Present: Cllrs A Hayes (Chair), P Jones (Town Mayor), J Raywood, M Sztymiak
D Hill (Town Clerk)

- 1) **To receive apologies**
Cllr C Robertson
- 2) **To receive declarations of interests**
None.
- 3) **To receive dispensations**
None.
- 4) **To approve the minutes of the Staffing Committee meeting held on 18th December 2024**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 18th December 2024. Proposed by Cllr Sztymiak, seconded by Cllr Jones.
- 5) **Public participation**
None.
- 6) **To receive written correspondence**
None.
- 7) **Matters arising from the minutes – for information only**
The Town Clerk had circulated a breakdown of training expenditure for 2024/25. **Action:** review of training register to be added as a standing item to the Staffing Committee agenda.
Town Clerk to add a cost code for the Asset Manager – complete.
- 8) **Review the budget report**
The budget report was reviewed. It was noted that £4,000 had been vired from Severn Ham Ancillary Management to Staffing Professional.
- 9) **Agree monthly payments to the Asset Manager by Standing Order**
It was RESOLVED to approve monthly payments to be made by Standing Order. Proposed by Cllr Jones, seconded by Cllr Raywood. **Action:** Asset Manager to provide monthly breakdown of working time split. Progress to date of Asset Manager to be added to the next meeting agenda.
- 10) **Note the real living wage increase to £12.60 per hour payable from 1st April 2025 to bar staff**
The wage increase was noted.
- 11) **Approve new section to employee handbook covering unpaid leave**

It was RESOLVED to approve the new section to the employee handbook. Proposed by Cllr Raywood, seconded by Cllr Sztymiak.

- 12) **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**
Proposed by Cllr Jones, seconded by Cllr Raywood.

13) **Staffing matters**

i) Review of officer staff appraisals

The officer staff appraisals were reviewed.

ii) Review overview of working time split

The overview of working time split was reviewed.

iii) Review of Events Manager hours

The Events Manager's hours will remain at 30 hours per week until 31st March 2025 to enable smooth transition to the Asset Manager.

iv) Review of Administration Assistant hours

Not reviewed.

v) Review Deputy Town Clerk's salary

It was RESOLVED to move the Deputy Town Clerk to SCP32 with effect from 1st January 2025. Proposed by Cllr Jones, seconded by Cllr Raywood.

vi) Review officer salaries following benchmarking exercise

Officer salaries were reviewed following the recent benchmarking exercise undertaken by the Town Council's HR Adviser. It was RESOLVED to award the Administration Assistant a one point increase to SCP10 with effect from 1st January 2025, with a further one point increase with effect from 1st April 2025 and a further proposed one point increase planned for 1st April 2026, to be approved by the Staffing Committee. Proposed by Cllr Raywood, seconded by Cllr Jones. It was RESOLVED to award the Finance & Events Officer a one point increase to SCP18 with effect from 1st April 2025 in recognition of completion of the FiLCA qualification. Proposed by Cllr Raywood, seconded by Cllr Jones. It was RESOLVED to award the Events & Festivals Manager a two point increase to SCP27 with effect from 1st January 2025. Proposed by Cllr Raywood, seconded by Cllr Jones.

vii) Consider request for training

The request for training was reviewed together with the draft training agreements that had been circulated to the committee. It was RESOLVED to support the Finance & Events Officer and to pay for the first year AAT course programme subject to signing and returning the training agreement. Proposed by Cllr Raywood, seconded by Cllr Jones.

There being no further business the meeting was closed.

Signature of Chairman upon approval of Minutes 26th March 2026

Staffing110 Staffing

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4000 Staff Salary	19,037	116,916	97,879		97,879	
4030 PAYE and NI	4,161	33,047	28,886		28,886	
4040 Pension	5,379	32,239	26,860		26,860	
4050 Staff Travel	12	150	138		138	
4060 Councillor Travel	0	50	50		50	
4080 Facilities Mgmt. Contractor	16,167	97,000	80,833		80,833	
4090 Payroll Processing	74	500	426		426	
4100 Professional Fees	942	3,000	2,058		2,058	
4110 Training	0	700	700		700	
4120 Asset Manager	2,207	9,932	7,725		7,725	
Staffing :- Indirect Expenditure	47,979	293,534	245,555	0	245,555	0
Net Expenditure	(47,979)	(293,534)	(245,555)			
Staffing :- Income	0	0	0			
Expenditure	47,979	293,534	245,555	0	245,555	
Movement to/(from) Gen Reserve	(47,979)	(293,534)	(245,555)			
Grand Totals:- Income	0	0	0			
Expenditure	47,979	293,534	245,555	0	245,555	
Net Income over Expenditure	(47,979)	(293,534)	(245,555)			
Movement to/(from) Gen Reserve	(47,979)	(293,534)	(245,555)			

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR BUILD 64 BS Maintenance	87,693.00		87,693.00
321 EMR BUILD Town Hall Gardens	250.00		250.00
324 EMR E&A Noticeboards & Swapbox	1,387.00		1,387.00
325 EMR E&A Playground Projects	29,941.00		29,941.00
326 EMR E&A Youth	4,105.00		4,105.00
328 EMR BUILD War Memorial	8,875.73		8,875.73
329 EMR SH Severn Ham	41,163.00		41,163.00
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	6,521.00		6,521.00
333 EMR E&A Toilet Block Project	25,626.00		25,626.00
335 EMR E&A Bus Shelters	6,951.25		6,951.25
336 EMR FIN Regalia	209.00		209.00
337 EMR FIN Website	2,787.00		2,787.00
338 EMR FIN Professional Fees	5,237.00		5,237.00
339 EMR FIN Legal	16,362.00		16,362.00
340 EMR FIN Elections	6,000.00		6,000.00
341 EMR FIN Tourism & Marketing	2,117.00		2,117.00
342 EMR FIN Newsletter	2,148.00		2,148.00
343 EMR SH Weeding	24,163.00		24,163.00
344 EMR SH Severn Ham Tree Maint	4,250.00		4,250.00
345 EMR SH Hay Sowing Project	8,675.00		8,675.00
346 EMR SH Footpath Repairs	5,253.00		5,253.00
349 EMR MOOR Projects	44,340.23		44,340.23
350 EMR BUILD Watson Hall Lease *	19,250.00		19,250.00
351 EMR BUILD 64 BS Grant Income	9,461.00		9,461.00
354 EMR BUILD TH Maintenance	22,360.00		22,360.00
355 EMR BUILD WH Projects	18,876.00		18,876.00
356 EMR BUILD WH Bar Equipment	2,163.00		2,163.00
357 EMR BUILD 64 BS Projects	7,662.00		7,662.00
359 EMR PLA Community Devel Planni	6,856.00		6,856.00
360 EMR BUILD TH Projects	53,362.00		53,362.00
362 EMR FIN Tewkes Live Music Fest	21,775.00	-1,580.25	20,194.75
365 EMR FIN Events and Services	4,433.00		4,433.00
366 EMR BUILD TH Equipment	870.00		870.00
369 EMR STA Training	736.00		736.00
370 EMR PLA CIL	2,252.00		2,252.00
371 EMR PLA Planning Consultancy	6,415.00		6,415.00
372 EMR STA Professional Fees	5,501.00		5,501.00
375 EMR BUILD WH Go Fund Me	76.00		76.00
376 BUILD 64 BS Health & Safety	825.00		825.00
377 EMR BUILD TH Accessibility	12,485.00		12,485.00
378 EMR FIN IT	2,481.00		2,481.00
379 EMR WH Equipment	1,473.00		1,473.00
	543,141.21	-1,580.25	541,560.96

Asset Manager update Buildings – May into June 2025

Overview of all maintenance activities and toolbox talks (ongoing).

Oversee GAB Services' workflow management and have weekly catchup.

Updating monthly inspection sheets (Carbon Monoxide Alarms, Fire Alarms, Legionella for ease of printing for folders ongoing).

Update Risk Assessment and Coshh Data folders

Design Risk Assessment for Loft Access Procedure Completed

Development of maintenance schedule and building files for ease of inspection (ongoing).

Arrangement of maintenance works as programme. To date fire extinguisher inspections, Automatic Doors, Fire Alarms, Intruder, Window Cleaning and combining inspections for cost effectiveness on all sites.

Meeting contractors and overseeing health and safety including obtaining insurance paperwork, method statements and risk assessments.

Update internal Method statements and Risk Assessments (on going)

Development of training Matrix (on going)

Assessment of various procedures to ensure safe actions put in place e.g. flag installation (ongoing development procedure stage)

Development of safe system of works / permit to work for maintenance, major electrical and mechanical works with Town Council contractors (ongoing).

Investigate other support contractors for areas that other contractors' performance is a risk e.g. Town Hall heating issue new Contactor Approved **Neptune FM**

Attend various asset related meetings and zoom calls.

Project Management of major contractor works (installation of Carbon Monoxide Alarms) at Town Hall and Watson Hall.

May Electrical Inspection Works Town Hall Completed

May Fire and intruder Service works Town Hall, Watson and 64 Barton Street completed

April Heating Diversion Valves head replacement and Maintenance modification Town Hall Completed

April Under Sink Heater Replacement 64 Barton Street Completed

Town Hall Zone Plan Completed

Tewkesbury War Memorial meeting and survey for Traffic Control for future repair works

May Upgraded Main Supply Board Town Hall Completed

Future Works into you June 2025

May Fire Emergency Lighting works Watson Hall awaiting approval

May Cellar Lighting Replacement Town Hall awaiting approval

May Fire Emergency Lighting works Town Hall awaiting approval

Front Door Painting works Town Hall planned in July

May / June Back door replacement works Town Hall

May and June Survey and meet contractors for Kitchen upgrade works

June Survey and meet contractors for heating works Watson Hall

June Fire Risk Assessment Museum

June Watson Hall Location Sign

June Watson Hall New Loft Ladder replacement survey and quote

June Watson Hall Acoustic Windows Install contractors management

June Watson Hall Bar, Office, toilets heating relocation and new Bar Air-con

Including Management

Melvin Hardy

Asset Manager

Tewkesbury Town Council