


**TEWKESBURY TOWN COUNCIL
STAFFING COMMITTEE
WEDNESDAY 10TH SEPTEMBER 2025**

To: Members of Staffing Committee: Councillors E Ash (Chair), P Brookes, P Jones, 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 10th September 2025 commencing at 6.00pm**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
5th September 2025

AGENDA

1. Receive apologies
2. Receive declarations of interests
3. Receive dispensations
4. Approve the minutes of the Staffing Committee meeting held on 18th June 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 and earmarked reserves report
9. Review of Equality & Diversity Policy, Health & Safety Policy, Lone Working Policy, Member Officer Protocol and Safeguarding Policy
10. Note NJC pay award for 2024/25
11. 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
12. Review of training register
13. Review of working time split
14. Consider a request for an extended period of annual leave
15. Review Asset Manager position

TEWKESBURY TOWN COUNCIL

MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON WEDNESDAY 18TH JUNE 2025 IN THE MAYOR'S PARLOUR, TEWKESBURY TOWN HALL AT 6.00 PM

Present: Cllrs E Ash (Chair), A Hayes (Town Mayor), P Brookes, P Jones
D Hill (Town Clerk)

- 1) **To receive apologies**
Cllrs C Robertson and M Sztymiak
- 2) **To receive declarations of interests**
None.
- 3) **To receive dispensations**
None.
- 4) **To approve the minutes of the Staffing Committee meeting held on 15th January 2025**
It was RESOLVED to approve the minutes of the Staffing Committee meeting held on 15th January 2025. Proposed by Cllr Jones, seconded by Cllr Brookes.
- 5) **Public participation**
None.
- 6) **To receive written correspondence**
None.
- 7) **Matters arising from the minutes – for information only**
None.
- 8) **Review the budget report**
The budget report was reviewed.
- 9) **Agree release of earmarked reserves and budget vires**
This was reviewed and will be added to the meeting to be held on 11th March.
- 10) **Review of training register**
The training register was reviewed.
- 11) **Review Asset Manager work undertaken to date and planned work programme**
The documentation was reviewed. **Action:** Town Clerk to check that Neptune FM are on retained contractors list.

TEWKESBURY TOWN COUNCIL

There being no further business the meeting closed at 18:25.

Signature of Chairman upon approval of Minutes 10th September 2025

DRAFT

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Staffing</u>						
110 <u>Staffing</u>						
4000 Staff Salary	49,775	116,916	67,141		67,141	
4030 PAYE and NI	11,049	33,047	21,998		21,998	
4040 Pension	14,169	32,239	18,070		18,070	
4050 Staff Travel	44	150	107		107	
4060 Councillor Travel	0	50	50		50	
4080 Facilities Mgmt. Contractor	40,417	97,000	56,583		56,583	
4090 Payroll Processing	185	500	315		315	
4100 Professional Fees	825	3,000	2,175		2,175	
4110 Training	330	700	370		370	
4120 Asset Manager	5,518	9,932	4,414		4,414	
Staffing :- Indirect Expenditure	<u>122,311</u>	<u>293,534</u>	<u>171,223</u>	<u>0</u>	<u>171,223</u>	<u>0</u>
Net Expenditure	<u>(122,311)</u>	<u>(293,534)</u>	<u>(171,223)</u>			
Staffing :- Income	0	0	0			
Expenditure	<u>122,311</u>	<u>293,534</u>	<u>171,223</u>	<u>0</u>	<u>171,223</u>	
Movement to/(from) Gen Reserve	<u>(122,311)</u>	<u>(293,534)</u>	<u>(171,223)</u>			
Grand Totals:- Income	0	0	0			
Expenditure	<u>122,311</u>	<u>293,534</u>	<u>171,223</u>	<u>0</u>	<u>171,223</u>	
Net Income over Expenditure	<u>(122,311)</u>	<u>(293,534)</u>	<u>(171,223)</u>			
Movement to/(from) Gen Reserve	<u>(122,311)</u>	<u>(293,534)</u>	<u>(171,223)</u>			

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	0.00
354 EMR BUILD TH Maintenance	22,360.00		22,360.00
355 EMR BUILD WH Projects	18,876.00	-3,033.00	15,843.00
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	-21,775.00	0.00
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	-34,269.00	508,872.21