

THETFORD TOWN COUNCIL

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,
ON TUESDAY 4th JUNE 2019, STARTING AT 4:00 P.M.**

Present:

The Mayor, Councillor B J Canham

Councillors

**R F W Brame
D M Crawford
J Hollis**

**M P Brindle
C Harvey
M S Robinson**

**Officer present:
Tina Cunnell**

Town Clerk

MINUTES

- 41/19** **ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2019/20**
RESOLVED: Cllr M Robinson elected Chairman of Personnel Committee for year 2019/20
- RESOLVED: Cllr J Hollis elected Vice Chairman of Personnel Committee for year 2019/20**
- A vote of thanks was given to Cllr Brame for his work as Chairman over the last year.
- 42/19** **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
None.
- 43/19** **APOLOGIES FOR ABSENCE**
Apologies were received from Councillor J Butler.
- 44/19** **MINUTES**
RESOLVED: The minutes of the Committee's meeting held on 2nd April 2019, received by Council on 29th April 2019 be confirmed as a true record and signed/initialled by the Committee Chairman.
- 45/19** **TRAINING & STAFF UPDATE**
All new councillors attended the councillor training set up in May along with a couple of councillors from other councils in the area. Courses from two different providers have been sent out to councillors. Clerk is currently looking into courses requested by staff in their appraisals.

Training Programme 2019/20

Date of Course	Course	Attendees
13 th & 20 th May	Councillor Training	B. Canham, C Barreto, J Butler, D Hodgkinson
27 th June	How to be an effective councillor	D Hodgkinson C Barreto
4 th July	Chairing effective meetings	J Butler
4 th September	Finance for Councillors	M Brindle, C Barreto, D Hodgkinson C Burnett.
5 th September	VAT for local councils	T Cunnell J James C Ashmore M Brindle C Barreto
16 th October	Preparing a budget and setting the precept	J Butler
17 th October	Preparing a budget and setting the precept	J James T Cunnell C Ashmore
	Requested Training	
	Public speaking	C Harvey D Crawford B Canham
	Report Writing	M Robinson

In a discussion reference public speaking the Clerk was tasked to research available courses and to arrange for interested councillors to meet in a small groups to deliver initial short presentation or constructive feedback

46/19

PERSONNEL BUDGET REVIEW

The Committee reviewed the budget. Clerk reported that the budget is being moved over line by line to the new codes and therefore may be adjusted slightly in the future as budget codes are moved to more appropriate committees.

Clerk reported that in 2 months the council had paid £474 in additional photocopier charges due to the printing exceeding the contract. In future councillors will have to request hard copies of notes for meetings as we start to reduce the paper usage/wastage of the council.

Staff accounts are moving to 365 system in June and they are currently reviewing all data ready for it to be mapped across to share point in the next couple of weeks after which the accounts will go live.

Councillor accounts should be ready in the autumn and a sub-committee consisting of Cllrs Robinson, Canham Harvey and Crawford will establish the councillor's requirements in order to progress the councillor migration onto the system.

Clerk reported that there is be over £1000 expenditure on training already committed.

47/19

CO-OPTION POLICY

The policy was discussed. The clerk explained that this was not a casual vacancy as not enough candidates had been put forward for the number of seats.

Councillors had the following concern:

- Unhappy there was to be no by election
- Candidates being asked what skills they bring to the council
- Potentially not enough public engagement and was there enough transparency.
- Clerk will ensure criteria is clearly explained

Cllr Brindle proposed and Cllr Canham seconded that the policy be recommended to Full Council for adoption.

RECOMMENDATION: The Co-Option policy be recommended to Full Council for adoption.

48/19

LCAS QUALITY GOLD AWARD APPLICATION

The statements were considered by committee.

Cllr Canham proposed and Cllr Crawford seconded that that following statements be recommended to Full Council for the submission of the LCAS Gold Quality award submission.

RECOMMENDATION: Statements are submitted as part of the LCAS Gold Quality Award submission.

49/19

EXCLUSION OF PRESS AND PUBLIC

To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

50/19

STAFF MATTERS

A discussion took place regarding the Finance Officer Role.

Chairman.

