

**LOCAL GOVERNMENT ACT 1972**

**NOTICE OF A MEETING OF**

**THETFORD TOWN COUNCIL PERSONNEL COMMITTEE**

You are hereby Summoned to attend the Virtual Personnel Committee meeting of Thetford Town Council on Thursday 22<sup>nd</sup> September 2020, starting at 2.00 p.m.

**AS THIS IS A VIRTUAL MEETING MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN JOIN THE MEETING –**

<https://bit.ly/ttceventsyoutube>

**Tina Cunnell BSc (Hons)  
Town Clerk  
16<sup>th</sup> September 2020**

**AGENDA**

|               |   |
|---------------|---|
| <b>295/20</b> | <b><u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u></b><br>To receive any declarations.   |
| <b>296/20</b> | <b><u>APOLOGIES FOR ABSENCE</u></b><br>To receive apologies.  |
| <b>297/20</b> | <b><u>MINUTES</u></b><br>To confirm the minutes of the Committee meeting held on 7 <sup>th</sup> July 2020 received by Full Council on 28 <sup>th</sup> July 2020, as a true record and be signed/initialed by the Committee Chairman.  |
| <b>298/20</b> | <b><u>REVIEW OF BUDGETS</u></b><br>To review budget to date.  |
| <b>299/20</b> | <b><u>COMMITTEE STRUCTURE</u></b><br>To receive comments from other committees and discuss.   |
| <b>300/20</b> | <b><u>TRAINING UPDATE</u></b><br>To note.   |
| <b>301/20</b> | <b><u>COMMITTEE OFFICERS UPDATE</u></b><br>To receive any update from the Committee Officer since the issue of the agenda.  |
| <b>302/20</b> | <b><u>COMMUNITY ENGAGEMENT</u></b><br>To discuss and agree any consultation or media release required.  |
| <b>303/20</b> | <b><u>EXCLUSION OF PRESS AND PUBLIC</u></b><br>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. |
| <b>304/20</b> | <b><u>STAFF UPDATE</u></b><br>To receive any updates.   |



## THETFORD TOWN COUNCIL

### MINUTES OF A VIRTUAL MEETING OF THE PERSONNEL COMMITTEE

HELD ONLINE ON TUESDAY 7<sup>th</sup> JULY 2020, STARTING AT 2.00 pm.

#### Present:

Councillors R F W Brame (Chair), M P Brindle, B J Canham,  
D M Crawford (V Chair), C Harvey, M Taylor (left shortly after start), J Hollis  
Councillor T J Jermy (non-voting)

#### MINUTES

|        |   |
|--------|---|
| 108/20 | <b><u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u></b><br>None.  |
| 109/20 | <b><u>APOLOGIES FOR ABSENCE</u></b><br>None.  |
| 110/20 | <b><u>MINUTES</u></b><br><b>RESOLVED: The minutes of the Committee's meeting held on 2<sup>nd</sup> June 2020 received by Council on 30<sup>th</sup> June 2020 be confirmed as a true record and signed/initialed by the Committee Chairmen.</b>  |
| 111/20 | <b><u>MONTHLY BUDGET REVIEW</u></b><br>The Clerk reported on the following: <ul style="list-style-type: none"><li>• Currently lower utility costs due to facilities being closed.</li><li>• Currently lower staff costs due to closing of toilets however this will increase now due to re-opening and enhanced cleaning regime.</li><li>• Rental income has declined due to COVID19 arrears but would expect these to be recovered later.</li><li>• Increases in Health and Safety, cleaning and welfare costs due to COVID19 situation.</li><li>• Currently lower admin costs due to changes in working patterns and home working.</li><li>• Changes in accounting highlighted share management costs</li><li>• In conclusion it is unlikely that the budget will be exceeded and there may be savings in some areas but too early in the year to confirm this.</li></ul> |
| 112/20 | <b><u>COMMITTEE STRUCTURE</u></b><br>The Committee reviewed the report and was content to maintain the status quo, mindful that the committee needs to remain flexible, ready to move with whatever issues occur.   |
| 113/20 | <b><u>TRAINING UPDATE</u></b><br>The training programme was noted.<br>The Committee discussed more training for meetings and requested that a training meeting be set up to agree and practice the voting system as it was viewed as taking a long time although there was support for all the votes being recorded votes.  |

|        |  |
|--------|--|
|        | It was also requested to produce a meeting pre-amble for Chairperson to read that explains the meeting process and etiquette.  |
| 114/20 | <p><b><u>COVID19 WORKPLACE RISK ASSESSMENT</u></b><br/> The committee discussed and agreed the following points:</p> <ul style="list-style-type: none"> <li>• The importance of temperature testing for people arriving on site, it was confirmed that there is an infra-red thermometer in reception, however extra one is to be purchased for other sites.</li> <li>• Extra sanitation of vehicles if the usual driver is unwell/on leave before another driver uses it. Wipes and hand sanitiser are already in vehicles but the COVID19 aspect needs to be added to the vehicle inspection checklists.</li> <li>• First Aid advice needs to be added, the current first aid kits include PPE as well as a one-way vent for mouth to mouth resuscitation.</li> <li>• Bins needs to be labelled as to type of waste and cleaned after emptying.</li> </ul> |
| 115/20 | <p><b><u>COMMITTEE OBJECTIVES</u></b><br/> The committee discussed the objective of exploring new ways of working together to improve project and committee collaboration and agreed to trial the following:</p> <ul style="list-style-type: none"> <li>• Draft agenda available early for committee to view</li> <li>• Papers to go into teams when available to allow comments and ideas to be collated prior to the meeting.</li> <li>• Informal catch up between meetings to allow other councillors not on the committee to get a brief and to put forward suggestions.</li> <li>• It was also suggested that more training aimed at working within teams was arranged for councillors and staff.</li> </ul>  |
| 116/20 | <p><b><u>EXCLUSION OF THE PRESS AND PUBLIC</u></b><br/> 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.</p>   |
| 117/20 | <p><b><u>STAFF UPDATE</u></b><br/> No changes from previous report.</p>  |

Chairman.

## Training Programme 2020/21

| Date of Course                          | Course                                   | Attendees                     |
|---|--|-------------------------------|
| Various dates                           | 365 and virtual meeting training         | All councillors and all staff |
| Ongoing                                 | Allotment Management Level 3             | Carl Higgins                  |
| 14 <sup>th</sup> April                  | Excel Training                           | C Crimmen.                    |
| 5 <sup>th</sup> May                     | Home Working for the modern clerk        | T Cunnell                     |
| 15 <sup>th</sup> May                    | Managing Council meetings during COVID19 | T Cunnell                     |
| 19 <sup>th</sup> & 26 <sup>th</sup> May | Chairing virtual meetings                | J James                       |
| 11 <sup>th</sup> &18 <sup>th</sup> June | Chalmanship course                       | C Barreto                     |
| 11 <sup>th</sup> June                   | Engaging your community                  | R Barnett                     |
| 30 <sup>th</sup> June                   | It's all about risk                      | C Barreto                     |

Please note there are no updates this month.

**THETFORD TOWN COUNCIL  
REVISED BUDGET  
FOR THE YEAR ENDING 31 MARCH 2021**

| INCOME           |                         |                   |                     |                   |                   |                   |                   |                   |                   |                   |                   |                   |                |                |
|------------------|-------------------------|-------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|----------------|
| Personnel<br>M/C | NAME                    | Original          | Actual              | BUDGET            |                   |                   |                   |                   |                   |                   |                   |                   | VARIANCE       |                |
|                  |                         | 2020-21<br>BUDGET | 2020-21<br>JULY YTD | 2020-21<br>Aug-20 | 2020-21<br>Sep-20 | 2020-21<br>Oct-20 | 2020-21<br>Nov-20 | 2020-21<br>Dec-20 | 2020-21<br>Jan-21 | 2020-21<br>Feb-21 | 2020-21<br>Mar-21 | Revised<br>BUDGET |                |                |
| 4000             | Default Int             | -                 | -                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                |                |
| 4008             | Discounts               | -                 | -                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                |                |
| 4100             | Recharges<br>(labour)   | -                 | 2,488               |                   |                   |                   |                   |                   |                   |                   |                   |                   | 2,500          | 4,588          |
| 4100             | Presentations           | 84,725            | 30,486              |                   |                   |                   |                   |                   |                   |                   |                   |                   | 20,500         | 54,986         |
| <b>TOTAL</b>     |                         | <b>84,725</b>     | <b>32,989</b>       |                   |                   |                   |                   |                   |                   |                   |                   |                   | <b>23,000</b>  | <b>59,986</b>  |
| EXPENDITURE      |                         |                   |                     |                   |                   |                   |                   |                   |                   |                   |                   |                   |                |                |
| Personnel<br>M/C | NAME                    | Original          | Actual              | BUDGET            |                   |                   |                   |                   |                   |                   |                   |                   | VARIANCE       |                |
|                  |                         | 2020-21<br>BUDGET | 2020-21<br>JULY YTD | 2020-21<br>Aug-20 | 2020-21<br>Sep-20 | 2020-21<br>Oct-20 | 2020-21<br>Nov-20 | 2020-21<br>Dec-20 | 2020-21<br>Jan-21 | 2020-21<br>Feb-21 | 2020-21<br>Mar-21 | Revised<br>BUDGET |                |                |
|                  | Adjusted Sal            | 150,100           | 141,388             | 49,000            | 49,000            | 49,000            | 46,000            | 45,000            | 48,000            | 48,000            | 48,000            | 48,000            | 55,000         | 5,988          |
| 5100             | Salaries                | 181,588           | 42,000              | 42,000            | 42,000            | 42,000            | 42,000            | 42,000            | 44,000            | 44,000            | 44,000            | 44,000            | 50,000         |                |
|                  | Annual Increase 2020/21 |                   |                     |                   |                   |                   |                   |                   | 58,000            |                   |                   |                   | 30,000         |                |
|                  | Allocated to tolls      |                   |                     | 4,000             | 4,000             | 4,000             | 4,000             | 4,000             | 4,000             | 4,000             | 4,000             | 4,000             | 4,000          |                |
| 5105             | Pension Int             | 4,000             | -                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                | 6,000          |
| 5110             | Training                | 2,488             | 897                 |                   | 900               |                   |                   |                   |                   |                   |                   | 400               | 2,887          | 448            |
| 5115             | Recruitment             | 1,630             | -                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                | -1,630         |
| 5120             | Health & S              | 5,101             | 5,770               | 790               | 790               | 790               | 790               | 790               | 790               | 790               | 790               | 790               | 8,170          | 3,069          |
| 5122             | Kings House             | 17,189            | 189                 | 1,000             | 1,000             | 1,000             | 1,000             | 1,000             | 1,000             | 1,000             | 1,000             | 1,000             | 12,589         | -4,778         |
| 5124             | Rates                   | 39,085            | 10,089              | 3,818             | 3,818             | 3,818             | 3,818             | 3,818             | 3,818             | 3,818             | 3,818             | 3,818             | 41,989         | 2,904          |
| 5125             | Welfare                 | 3,700             | -                   |                   |                   |                   |                   |                   |                   |                   |                   |                   | 771            | 790            |
| 5126             | Water rates             | 10,099            | 4,874               | 570               | 570               | 570               | 570               | 570               | 570               | 570               | 570               | 570               | 6,174          | -1,880         |
| 5130             | Electricity             | 16,882            | 4,325               | 3,500             | 3,500             | 3,500             | 3,500             | 3,500             | 3,500             | 3,500             | 3,500             | 3,500             | 16,573         | -7             |
| 5132             | Gas                     | 3,486             | 2,828               | 1,300             | 90                | 1,500             | 50                | 50                | 1,500             | 50                | 50                | 50                | 7,976          | 4,080          |
| 5134             | Oil                     | 5,922             | -                   |                   |                   | 1,800             |                   |                   |                   | 1,800             |                   |                   | 3,900          | -2,022         |
| 5136             | Waste Dis               | 4,648             | 3,481               | 1,400             | 1,200             | 1,100             | 700               | 500               | 800               | 400               | 800               | 800               | 11,281         | 2,485          |
| 5150             | Admin Costs             | 16,700            | 2,645               | 750               | 750               | 750               | 750               | 750               | 750               | 750               | 750               | 750               | 3,995          | -8,055         |
|                  | Property Maintenance    | 102               | 102                 | 100               | 100               | 100               | 100               | 100               | 100               | 100               | 100               | 100               | 102            | 2              |
| 5182             | Travel Exp              | 510               | -                   |                   | 50                |                   |                   |                   |                   |                   |                   |                   | 50             | -860           |
| 5186             | Agents Fee              | 2,201             | 808                 |                   |                   |                   |                   |                   |                   |                   |                   |                   | 808            | -1,393         |
| 5190             | Equipment               | 12,857            | 4,461               | 450               | 1,950             | 400               | 400               | 1,500             | 450               | 450               | 1,100             | 1,100             | 11,461         | -1,478         |
| 5192             | Cleaning M              | 3,427             | 261                 | 75                | 75                | 75                | 75                | 75                | 75                | 75                | 75                | 75                | 3,161          | 266            |
| 5170             | Audit fees              | -                 | 2,230               |                   |                   |                   | 2,300             |                   |                   |                   |                   |                   | 2,300          | 230            |
| 5172             | Legal & pro             | 13,180            | 7,184               | 900               | 2,700             | 1,800             | 550               | 850               | 1,200             | 500               | 100               | 100               | 18,284         | 5,104          |
| 5180             | Insurance               | 18,277            | 14,118              |                   |                   |                   |                   |                   |                   |                   |                   |                   | 14,118         | -4,159         |
|                  | COVID 19 costs          |                   | 1,873               | 750               | 750               | 750               | 750               | 750               | 750               | 750               | 750               | 750               | 7,873          | 7,173          |
| 5190             | Bank Charge             | 1,843             | 485                 | 95                | 95                | 95                | 95                | 95                | 95                | 95                | 95                | 95                | 1,225          | -618           |
| 5195             | Bad debts               | 3,933             | 3,828               |                   |                   |                   |                   |                   |                   |                   |                   |                   | 2,988          | 840            |
| <b>TOTAL</b>     |                         | <b>767,076</b>    | <b>238,752</b>      | <b>64,750</b>     | <b>60,078</b>     | <b>61,018</b>     | <b>60,508</b>     | <b>77,211</b>     | <b>68,116</b>     | <b>61,260</b>     | <b>58,000</b>     | <b>58,000</b>     | <b>705,025</b> | <b>-20,554</b> |
| <b>NET</b>       | Personnel               | <b>881,354</b>    | <b>215,819</b>      | <b>84,725</b>     | <b>80,873</b>     | <b>81,013</b>     | <b>80,508</b>     | <b>77,211</b>     | <b>68,116</b>     | <b>61,260</b>     | <b>57,997</b>     | <b>57,997</b>     | <b>721,890</b> | <b>58,728</b>  |

**Personnel Key Assumptions**

- Will use agents to monitor and collect all rentals from properties.
- Although zero budgeted for a management fee for G Stanforth, there is time spent on managing the Trust. An amount of £2,500 has been included in the revised budget.
- There is an expectation of higher bad debts. Provided an additional £2,000 for potential bad debts
- Bank charges are lower due to less activity, particularly in respect of Stripe and credit cards
- Waste disposal costs are higher due to more loads from cemetery works yard and allotments.
- Admin costs are mainly phone costs and direct office costs. There will be a saving as more staff are working from home.
- Salary increases backdated to 1 April of 3.2% (inc cost of employment). There are also higher tollist cleaning costs due to COVID 19. There are also
- COVID 19 costs separately identified for budgeting purposes.
- Legal and professional costs higher due to an estimate of £5,000 for property rental related costs.

## 299/20 COMMITTEE STRUCTURE REVIEW

The table below details the comments received from the various committees which informed the option 5 structure.

| Committee  | Meetings | Suggestions  | Remarks            |
|------------|----------|--|--------------------|
| Allotments | 6        | 2 Additional Meetings  |                    |
| ALP        | 10       | Countryside stays within Amenities, but that property, funding and leases goes to finance or becomes a separate committee.   | Agreed by finance  |
| Cemetery   | 6        | 2 Additional Meetings  |                    |
| Civic      | 4        | To become Heritage & Events with a greater responsibility to look at how they can drive, support and celebrate Town Heritage & Business. Will still have previous Civic responsibilities, To accept from VEM the town event programme. | Agreed             |
| Finance    | 10       | Agreed to take responsibility for leases and contracts   | Handover has begun |
| Personnel  | 10       | No Change  |                    |
| Planning   | 12       | No Change  |                    |
| VEM        | 10       | To lose Town wide events programme to Civic committee, to have a greater commercial approach to income development.  | Agreed by Civic    |

## Option 5 (With amended comments)

