

THETFORD TOWN COUNCIL

MINUTES OF A VIRTUAL MEETING OF THE PERSONNEL COMMITTEE
HELD ONLINE ON TUESDAY 22nd SEPTEMBER 2020, STARTING AT 2.00 pm.

Present:
Councillors R F W Brame (Chair), M P Brindle, B J Canham,
C Harvey, J Hollis

MINUTES

295/20	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> None.
296/20	<u>APOLOGIES FOR ABSENCE</u> None.
297/20	<u>MINUTES</u> Confirmed the minutes of the Committee meeting held on 7 th July 2020 received by Full Council on 28 th July 2020, as a true record and signed/initialed by the Committee Chairman.
298/20	<u>REVIEW OF BUDGETS</u> The clerk presented the budget and reported on the following points: <ul style="list-style-type: none">• Rentals collection will be managed by property manager• Expectation of higher bad debts due to current COVID19 situation• Bank charges lower due to less activity• Waste disposal costs higher due to increased need by Cemetery and allotments• Salaries backdated to 1st April of 5.2% including costs of employment• Higher toilet cleaning cost due to COVID19• Legal and professional costs higher due to an estimate of £5000 for property rental related costs Committee discussed revised budget in particular the extra provision for bad debts due to the current COVID19 situation should that arise. Cllr Brame Proposed and Cllr Hollis seconded to accept revised budget. Resolved: To accept revised budget
299/20	<u>COMMITTEE STRUCTURE</u> Committee discussed committee decisions that have been made and the new structure. The following points were raised: <ul style="list-style-type: none">• Chairman can agree with committee to increase or decrease numbers of meetings if appropriate• Small member numbers on Allotments and Cemetery can be managed and Mayor as a member of all committees could be asked to attend if quorate numbers could not be reached.

	<ul style="list-style-type: none"> The individual committees' comments and decisions have already been agreed through full council and this was the pulling together and presentation of the new structure. <p>The Chairman and committee members wanted it to be recorded that want to thank the ALP Officer for her sterling work and that she would be hard to replace. They wish her the very best in her future role</p> <p>Cllr Brame Proposed and Cllr Hollis seconded the recommendation to Full Council of the new Committee Structure.</p> <p>Recommendation: Full Council agree the new Committee Structure</p>																														
300/20	<p><u>TRAINING UPDATE</u></p> <p>The Finance Officer has started his CiLCA training so following the departure of the ALP Officer the council will still have 2 qualified officers. No other changes to note.</p> <table border="1" data-bbox="387 965 1385 1731"> <thead> <tr> <th>Date of Course</th> <th>Course</th> <th>Attendees</th> </tr> </thead> <tbody> <tr> <td>Various dates</td> <td>365 and virtual meeting training</td> <td>All councillors and all staff</td> </tr> <tr> <td>Ongoing</td> <td>Allotment Management Level 3</td> <td>Carl Higgins</td> </tr> <tr> <td>14th April</td> <td>Excel Training</td> <td>C Crimmen.</td> </tr> <tr> <td>5th May</td> <td>Home Working for the modern clerk</td> <td>T Cunnell</td> </tr> <tr> <td>15th May</td> <td>Managing Council meetings during COVID19</td> <td>T Cunnell</td> </tr> <tr> <td>19th & 26th May</td> <td>Chairing virtual meetings</td> <td>J James</td> </tr> <tr> <td>11th&18th June</td> <td>Chairmanship course</td> <td>C Barreto</td> </tr> <tr> <td>11th June</td> <td>Engaging your community</td> <td>R Barnett</td> </tr> <tr> <td>30th June</td> <td>It's all about risk</td> <td>C Barreto</td> </tr> </tbody> </table>	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 th April	Excel Training	C Crimmen.	5 th May	Home Working for the modern clerk	T Cunnell	15 th May	Managing Council meetings during COVID19	T Cunnell	19 th & 26 th May	Chairing virtual meetings	J James	11 th &18 th June	Chairmanship course	C Barreto	11 th June	Engaging your community	R Barnett	30 th June	It's all about risk	C Barreto
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301/20	<p><u>COMMITTEE OFFICERS UPDATE</u></p> <p>Clerk reported that a confidential staff welfare questionnaire had been completed by staff following a suggestion put forward during a meeting with a trade union representative. The results of which will be presented in the exclusion of press and public part of the meeting.</p>																														
302/20	<p><u>COMMUNITY ENGAGEMENT</u></p>																														

	None currently required
303/20	<u>EXCLUSION OF PRESS AND PUBLIC</u> 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.
304/20	<u>STAFF UPDATE</u> <u>The following items were discussed</u> <ul style="list-style-type: none">• Staff welfare questionnaire• Staff review (awaiting role decisions from ALP & VEM)• Resignation of ALP Officer• Reassignment of DTC role• Staff bereavement