

THETFORD TOWN COUNCIL

MINUTES OF A VIRTUAL MEETING OF THE PERSONNEL COMMITTEE  
HELD ONLINE ON TUESDAY 3rd NOVEMBER 2020, STARTING AT 2.00 pm.

Present:

Councillors D Crawford (Vice Chair), M P Brindle,

B J Canham, C Harvey, J Hollis

Tina Cunnell - Town Clerk

MINUTES

461/20	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> None.												
462/20	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillor R.Brame.												
463/20	<u>MINUTES</u> <b>RESOLVED: The minutes of the Personnel Committee's meeting held on 6<sup>th</sup> October 2020 received by Council on 27<sup>th</sup> October 2020 be confirmed as a true record and signed/initialled by the Committee Chairman.</b>												
464/20	<u>REVIEW OF BUDGETS</u> Committee noted the financial report (see attached) and discussed the budget (see attached) confirming that this is what they wish Finance committee to consider as part of the overall 21/22 budget.												
P/20	<u>TRAINING UPDATE</u> The Town Clerk reminded councillors of the additional virtual team training that was taking place on 11 <sup>th</sup> November and presented training list to note. <table border="1" data-bbox="359 1691 1385 1973"><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>14<sup>th</sup> April</td><td>Excel Training</td><td>C Crimmen.</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 <sup>th</sup> April	Excel Training	C Crimmen.
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	5th 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	Chairmanship 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
	8 <sup>th</sup> October	Managing Cemeteries	D Hodgkinson
	29 <sup>th</sup> October	Allotments Tenancy Agreements	C. Higgins
	10 <sup>th</sup> November	Site facilities H&S Allotments	C.Higgins
	11 <sup>th</sup> November	365 teams training	Councillors invited
	19 <sup>th</sup> November	Self-management by association	C.Higgins
466/20	<p><b><u>CHRISTMAS OFFICE CLOSURE</u></b></p> <p>The Town Clerk requested that councillors consider the following dates for the closure of the Carnegie and Christmas leave for the staff.</p> <p>Thursday 24<sup>th</sup> December 1pm closure (Leave Toil)  Friday 25<sup>th</sup> December Christmas Day (Bank Holiday)  Saturday 26<sup>th</sup> December (Weekend)  Sunday 27<sup>th</sup> December (Weekend)  Monday 28<sup>th</sup> December (Bank holiday)  Tuesday 29<sup>th</sup> December (Privilege Day)  Wednesday 30<sup>th</sup> December (Leave Toil)  Thursday 31<sup>st</sup> December (Leave Toil)  Friday 1<sup>st</sup> January (Bank Holiday)  Saturday 2<sup>nd</sup> January (Weekend)  Sunday 3<sup>rd</sup> January (Weekend)</p> <p>Staff are being encouraged to take leave from the beginning of the week commencing Monday 21<sup>st</sup> December to take advantage of a quieter period for work. However, there is an understanding that this may be subject to change due to the current pandemic.</p> <p>There is still going to be a blood donor session due to the importance of our support to the NHS, the date of which is to be confirmed.</p> <p>Toilets, priory and gardens opening times will be in line with COVID guidance at the time.</p> <p>Cllr D Crawford Proposed and Cllr B J Canham Seconded that the proposed dates be recommended to full Council for adoption.</p>		

	<b>RECOMMENDATION: Full Council agree to the Office Christmas Closure dates.</b>
467/20	<u>COMMITTEE OFFICERS UPDATE</u> Following the feedback from the staff welfare review, team welfare hubs have been set up which includes 2 councilors from the personnel committee and a senior manager. All these hubs have met to discuss further the review, the results of which will be briefed in agenda item 470/20.
468/20	<u>COMMUNITY ENGAGEMENT</u> Following new lockdown decision, the clerk confirmed that although the Carnegie will be closed to the public the office hours will remain the same and the council can be contacted via phone, email, post and the ReportIt tab on the website. Once agreed closing hours to be published and phone messages changed to reflect this. No staff will be furloughed.
469/20	<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.
470/20	<u>STAFF UPDATE</u> Feedback and discussion from team welfare meetings. Absenteeism interviews with the HR consultant were carried out for 2 members of staff. Occupational Health appointment has been offered to a member of staff.

Chairman.

## Appendix A - Financial Report for October 2020

THETFORD TOWN COUNCIL						
PERSONNEL						
FOR THE PERIOD ENDED 31 OCTOBER 2020						
INCOME			EXPLANATION OF OCT 20 VARIANCE			
Personnel		2020-21	2020-21	2020-21	2020-21	
N/C	NAME	OCT 20 ACTUAL YTD	OCT 20 BUDGET YTD	OCT 20 VARIANCE	REVISED BUDGET YTD	
		£	£	£	£	
4000	Default income	4		4		
4100	GWS Admin Charge	2,488	2,488		4,988	This has to be billed.
4100	Recharges (Labour)					
4102	Property rent received	25,453	40,453	15,000	58,469	Not all property rentals billed as agreements still to be reached.
<b>TOTAL</b>		<b>27,945</b>	<b>42,941</b>	<b>14,995</b>	<b>63,457</b>	Projected adverse variance against budget in income
EXPENDITURE			EXPLANATION OF OCT 20 VARIANCE			
Personnel		2020-21	2020-21	2020-21	2020-21	
N/C	NAME	OCT 20 ACTUAL YTD	OCT 20 BUDGET YTD	OCT 20 VARIANCE	REVISED BUDGET YTD	
		£	£	£	£	
5100	Salaries	296,605	299,388	2,783	556,388	In line with budget. Part of the budget savings is effectively funding extra toilet cleaning.
5110	Training	1,317	1,237	80	2,037	
5115	Recruitment					
5120	Health & Safety (Trg&Con)	6,138	7,020	882	8,270	Costs expected to be higher due to COVID 19
5122	Kings House Facilities	24	4,983	5,007	12,983	Rental costs relating to the Council's use of Kings House still to be finalised.
5124	Rates	33,414	30,543	2,871	41,997	Budget should not be exceeded by year-end.
5125	Welfare	1,318	375	943	750	This is due to COVID 19 costs - spend on more protective clothing
5126	Water and sewerage	5,346	6,299	953	8,379	On track with budget. No major variance.
5130	Electricity	7,834	8,625	791	16,675	On track with budget. No major variance.
5132	Gas	1,227	4,426	3,199	7,576	Higher costs are expected later in the financial year.
5134	Oil	37	1,650	1,687	3,300	There have been no oil purchases in this financial year. This is a timing difference
5136	Waste Disposal Costs	4,745	7,281	2,536	11,281	There are higher costs due to allotments clearing.
5150	Admin Costs	9,280	4,145	5,135	8,645	There was a historical VAT adjustment relating to GW Staniforth of £3,970. Not foreseen
5152	Travel Expenses		50		150	
5154	Property Maintenance	363	552	189	1,452	
5156	Agents Fees	2,250	1,598	652	2,310	
5160	Equipment Support & Maint	6,771	6,911	140	11,361	
5162	Cleaning Materials	736	506	230	881	
5170	Audit fees	2,250	2,250		6,250	
5172	Legal & professional	11,337	14,894	3,558	18,294	Additional property legal costs relating to properties and leases.
5180	Insurances	14,119	14,119		14,119	
5182	COVID 19 costs	2,128	4,123	1,995	7,873	Costs are lower than expected. No major projects are expected.
5190	Bank Charges	817	750	67	1,225	
5195	Bad debts written off	3,829	3,829		5,829	
5199	Share Management Fees					
<b>TOTAL</b>		<b>411,762</b>	<b>425,554</b>	<b>13,792</b>	<b>748,025</b>	Projected positive variance against budget in expenditure
<b>NET Personnel</b>		<b>383,817</b>	<b>382,613</b>	<b>1,204</b>	<b>684,568</b>	Unlikely that budget will be exceeded at this stage
<b>Summary</b>						
Property rental income is concerning as there is still unbilled income from March 2020 (Red Lion, RBL and Dads Army Museum). Still the expectation that rent will be recovered over the next 5 months. Expenditure is lower than expected (£13,792) which partly offsets the lower income versus budget of £14,995.						
The revised budget for 2020/21 is still achievable and major variances are not expected.						

**APPENDIX B - PERSONNEL BUDGET 2021-22**

THETFORD TOWN COUNCIL							
BUDGET							
FOR THE THREE YEARS ENDING 31 MARCH 2024							
INCOME							
Personnel	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	
N/C NAME	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	
	£	£	£	£	£	£	£
4100	Re charges (Labour)	12,744	9,000	4,988	6,000	-	-
4102	Property rent received	65,398	69,995	58,469	62,000	62,000	62,000
<b>TOTAL</b>		<b>78,142</b>	<b>78,995</b>	<b>63,457</b>	<b>68,000</b>	<b>62,000</b>	<b>62,000</b>
EXPENDITURE							
Personnel	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	
N/C NAME	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	
	£	£	£	£	£	£	£
5100	Salaries	492,425	501,679	556,388	584,207	613,417	644,088
5105	Pension Strain Costs	3,000	3,000	-	-	-	-
5110	Training	5,791	2,492	2,037	4,500	4,500	4,500
5115	Recruitment	-	22	-	-	-	-
5120	Health & Safety (Trg&Con)	5,627	5,984	8,270	8,700	8,874	9,051
5122	Kings House Facilities	28,919	15,929	12,983	10,000	10,000	10,000
5124	Rates	48,131	31,389	41,997	44,936	45,835	46,751
5125	Welfare	4,957	3,440	750	1,250	1,275	1,301
5126	Water	5,027	3,753	8,379	6,500	6,500	6,500
5130	Electricity	10,607	10,299	16,675	17,000	17,000	17,000
5132	Gas	732	268	7,576	8,000	8,000	8,000
5134	Oil	5,869	3,700	3,300	3,500	3,500	3,500
5136	Waste Disposal Costs	12,459	11,557	11,281	13,000	13,650	14,333
5150	Admin Costs	17,437	15,732	8,645	9,500	9,690	9,884
5152	Travel Expenses	594	244	150	150	153	156
5154	Property maintenance	-	250	1,452	1,500	1,550	1,550
5156	Agents Fees	3,162	2,411	2,310	2,800	2,900	2,900
5160	Equipment Support & Maint	14,616	9,323	11,361	13,500	14,000	14,500
5162	Cleaning Materials	11,635	3,931	881	1,000	1,020	1,040
5163	Rent paid	-	2,400	-	-	-	-
5170	Audit fees	425	4,825	6,250	7,000	7,140	7,140
5172	Legal & professional	6,897	12,264	18,294	15,000	14,000	14,000
5180	Insurances	15,113	12,006	14,119	15,000	15,000	15,750
5182	COVID 19	-	-	7,873	10,000	-	-
5190	Bank Charges	1,408	2,409	1,227	2,500	2,500	2,500
5195	Bad debts written off	-	2,884	5,829	3,000	1,500	500
5199	Share management fees	-	780	-	-	-	-
<b>TOTAL</b>		<b>694,833</b>	<b>656,927</b>	<b>748,027</b>	<b>782,543</b>	<b>802,004</b>	<b>834,944</b>
<b>NET Personnel</b>		<b>- 616,690</b>	<b>- 577,932</b>	<b>- 684,570</b>	<b>- 714,543</b>	<b>- 740,004</b>	<b>- 772,944</b>

Staff uniform costs, water and waste disposal costs will be "re-distributed" to other functions with effect from 1 April 2021. The reason is that the officers incur the expenditure but are not held accountable for the budget if it is retained in personnel. This will be done after the budget is approved.

THETFORD TOWN COUNCIL							
BUDGET							
FOR THE THREE YEARS ENDING 31 MARCH 2024							
INCOME							
Personnel Projects	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	
N/C NAME	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	
	£	£	£	£	£	£	£
<b>TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
EXPENDITURE							
Personnel Projects	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	
N/C NAME	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	BUDGET	
	£	£	£	£	£	£	£
	Elimination of paper archives	-	-	3,500	3,500	5,000	5,000
	New time recording system	-	-	-	10,000	10,000	10,000
	Improve IT Infrastructure	-	-	-	-	-	-
<b>TOTAL FUNDED FROM RESERVES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>

It is unlikely that the time recording system will be implemented on 2020-21. Carried forward to 2021-22.