

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD AT KING'S HOUSE,  
THETFORD ON TUESDAY 10th MAY 2022 AT 2.00 PM

Present:

Councillors:

B Canham (Chair), D Crawford (Vice Chair), C Harvey, J Hollis

Officers:

T Cunnell (Town Clerk), A Yorke (Deputy Town Clerk and Finance Officer),  
K Robinson (Committee Clerk)

**MINUTES**

12/22	<p><u>ELECTION OF CHAIR OF PERSONNEL FOR MAYORAL YEAR 2022/23.</u></p> <p><b>RESOLVED: That Councillor B Canham be elected Chair of the Personnel Committee for the Mayoral year 2022/23.</b></p>
13/22	<p><u>ELECTION OF VICE CHAIR OF PERSONNEL FOR MAYORAL YEAR 2022/23.</u></p> <p><b>RESOLVED: That Councillor D Crawford be elected Vice Chair of the Personnel Committee for the Mayoral Year 2022/23.</b></p>
14/22	<p><u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u></p> <p>None.</p>
15/22	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Councillors R Brame, S Dowling and J James. Absent: Councillor M Brindle.</p>
16/22	<p><u>MINUTES</u></p> <p><b>RESOLVED: The minutes of the Committee meeting held on 8th March 2022, which were received by Council on 29th March 2022, are a true record and signed/initialled by the Committee Chairman.</b></p>
17/22	<p><u>FINANCIAL REPORT UPDATE</u></p> <p>Annex A (attached). The Deputy Town Clerk reported:</p> <ul style="list-style-type: none"> <li>• Pre-payments still to be removed, so surplus could be used for repairs.</li> <li>• Year-End figures to be finalised.</li> <li>• Staffing cost savings due to reduced number of staff.</li> <li>• Rates costs were higher, but Covid costs were lower than expected.</li> </ul>
18/22	<p><u>PERSONNEL COMMITTEE ADMIN 2022/23</u></p> <p>Committee considered the previously circulated paper Annex B (attached). Concerning terms of reference and levels of quorate.</p>

	<p><b>RESOLVED: That the Committee approve the Committee Structure, Terms of Reference and calendar meetings for the forthcoming mayoral year.</b></p>
19/22	<p><u>COMMITTEE OFFICERS REPORT</u></p> <p>Clerk reported on Annex C (attached).  Topics reported were:</p> <ul style="list-style-type: none"> <li>• Training that has been booked.</li> <li>• Recruitment of new V&amp;C team member for front office, social media and box office.</li> <li>• Decisions workflow update, officers will be trying out templated agendas.</li> </ul> <p>Report noted by the Committee.</p>

Chairman.

**ANNEX A**

THETFORD TOWN COUNCIL PERSONNEL FOR THE PERIOD ENDED 31 MARCH 2022						
INCOME				EXPLANATION OF MAR 22 VARIANCE		
Personnel	2021-22 MAR 22 ACTUAL YTD	2021-22 MAR 22 BUDGET YTD	2021-22 MAR 22 VARIANCE	2021-22 REVISIED BUDGET YTD		
N/C	£	£	£	£		
4100	GWS Admin Charge	6,000	-	6,000	A proposal has been submitted to GWS. Waiting for next Trustees meeting.	
4102	Property rent received	40,413	-	40,413	Rent receipts holding up despite COVID 19. Still no rent from Shambles 1 and 3.	
4103	Arrears property rental	10,688	4,581	4,581	This is arrear rental that accrues interest at 3% p.a. Arrears rent now paid in full	
<b>TOTAL</b>	<b>50,831</b>	<b>50,994</b>	<b>-</b>	<b>50,994</b>	Overall there is a small deficit relative to budget.	
EXPENDITURE				EXPLANATION OF MAR 22 VARIANCE		
Personnel	2021-22 MAR 22 ACTUAL YTD	2021-22 MAR 22 BUDGET YTD	2021-22 MAR 22 VARIANCE	2021-22 REVISIED BUDGET YTD		
N/C	£	£	£	£		
5100	Salaries	506,923	553,696	-	553,696	Budget underspent due to the non-filling of posts. Staff establishment of 18 versus budget of 21.
5110	Training	2,681	3,084	-	3,084	In line with budget. Training costs are expensed when paid even though in the future.
5115	Recruitment	175	175	-	175	This was an advert for a new countryside officer in a special list recruitment magazine.
5120	Health and Safety	10,238	9,734	504	9,734	Most costs have been incurred. Higher than budget but there is a prepayment element still to be processed.
5122	Kings House Facilities	10,000	15,304	-	10,000	This is the annual rental for Council chamber in Kings House.
5124	Rates	43,217	36,471	6,746	41,775	Rates include Shambles 3 which was not budgeted.
5125	Welfare	2,479	1,434	1,045	1,434	There are more staff members that require uniforms. The annual budget has been exceeded.
5126	Water and sewerage	5,262	7,282	-	7,282	Extensive use of estimated readings. Also timing differences as some bills are invoiced quarterly/half yearly.
5130	Electricity	16,242	19,265	-	19,265	Extensive use of estimated readings. Budget should not be exceeded.
5132	Gas	7,263	6,591	672	6,591	Gas usage is seasonal. Budget has been marginally exceeded.
5134	Oil	5,557	3,500	2,057	3,500	Savings from limited use of Guildhall in first quarter of the year now offset by higher prices.
5136	Waste Disposal Costs	11,339	10,084	1,255	10,084	Budget likely to be exceeded. Average costs are approximately £1,000 per month.
5138	Green Energy Savings	4,891	-	4,891	-	These are investments to generate future savings. Will be funded from Personnel Reserve.
5150	Admin Costs	13,286	10,440	2,846	10,440	Costs are higher due to minor office equipment purchases that have resulted in a budget overrun.
5152	Travel Expenses	-	110	-	110	No significant variance. Budget unlikely to be exceeded.
5154	Property Maintenance	4,081	924	3,157	924	These are statutory costs relating to rented properties. There was a backlog which has been eliminated.
5156	Agents Fees	4,613	2,884	1,729	2,884	Budget will be exceeded. Poor budgeting.
5160	Equipment Support & Maint	13,554	16,600	-	16,600	Most costs are billed quarterly or annually. Variance possibly due to timing differences.
5162	Cleaning Materials	2,841	1,556	1,285	1,556	This budget will be exceeded. However, there will be an underspend in n/c 5162.
5170	Audit Fees	4,975	5,350	-	5,350	Costs are lower than budget.
5172	Legal & Professional	9,106	14,728	-	14,728	There is a significant underspend against budget. Very little use of solicitors in current year.
5180	Insurances	12,646	12,646	-	12,646	There is no variance.
5182	COVID 19 costs	1,304	4,057	-	4,057	No further costs anticipated.
5190	Bank Charges	1,860	1,887	-	1,887	Lower costs due to reduced activities. Costs will also be lower due to change in booking system.
5195	Bad Debts Written-Off	-	3,000	-	3,000	No bad debts anticipated in 2021/22.
5197	Budget Reduction	-	3,281	-	3,281	Budget savings have been achieved.
<b>TOTAL</b>	<b>694,533</b>	<b>737,521</b>	<b>-</b>	<b>737,521</b>	Overall there have been a saving of 6% of budgeted expenditure.	
<b>NET</b>	<b>643,702</b>	<b>686,527</b>	<b>42,825</b>	<b>686,527</b>	There has been a saving against budget.	

## **ANNEX B**

### **Personnel Committee Admin Arrangement 22/23**

The personnel committee will occur.

- Monthly (except August & December)
- **or**
- Quarterly

The Chair can call more meetings whenever they feel appropriate in both instances.

Meetings will be held on the second week of the month at 2pm on a Tuesday.

Quorum will remain at 4 members

Personnel Officers are Town Clerk and Deputy Town Clerk

### **Terms of reference**

#### **Role of the Personnel Committee**

To have oversight of, and review on a rolling cycle, all standing orders, policies & procedures, terms of reference and to recommend changes as required. Financial Regulations updated via Finance as part of audit requirements

To set yearly committee priorities

To review committee budget and set budget for following year against agreed priorities.

To review at mid-term the structure and make up of committees, sub-committees, working groups and external appointments including quorum (which must be a minimum of 3).

To set the Town Clerks objectives,  
(Taken from all committee's yearly priorities)

To take an overview of staff and councillor welfare, discipline and employment terms.

Day to day staff management is the responsibility of the clerk.

To deal with any complaints against the Council or individual councillors using the procedures as detailed in standing Orders and allied documents as appropriate.

Undertake any other business as delegated by Full Council

### **Role of the Chairperson**

To call regular meetings, set agendas and ensure that notes are taken and given to the Town Clerk for circulation within 7 days of the meeting.

To ensure that the committee carries out its aims and objectives in accordance with its terms of reference

To ensure the Town Clerk receives objectives

To progress any complaints and grievances, in accordance with appropriate policies.

### **Role of the Town Clerk**

To work closely with the Chairperson ensuring that all necessary support is provided for the Committee

To work with the Chairperson of the Committee to respond to correspondence

To fulfil the wider role of managing the delegated work to the sub-committees.

## **ANNEX C**

Committee Officers Report

Personnel May 2022

### **COMMITTEE OFFICERS REPORT**

To receive updates from the Committee Officer

- Training update

Start of the new fiscal year and several courses have been booked and attended already

Date	Training	Participant
28 <sup>th</sup> April	Refresh your agenda	K Robinson
18 <sup>th</sup> May	Standards and Well Being	T. Cunnell
1 <sup>st</sup> June	Personal license	E McConnell, C. Plane
16 <sup>th</sup> June	Councillor induction training	S. Dowling
7 <sup>th</sup> July	Writing professional Minutes	K. Robinson

- Recruitment

Our new member of the V&C team has started, and she is running reception and the box office.

The advert for the new admin assistant is due to go out and the focus of this role will be Finance and allotments.

The use of sessions is proving successful giving us more flexibility for peak workflow times.

- Decisions workflow system

We now have templates for all the agendas and the staff are learning the system, then Councillor training will be given so we can roll the system out to everyone.