

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD AT KING'S HOUSE,
THETFORD ON TUESDAY 12th JULY 2022 AT 2.00 PM

Present:

Councillors:

R Brame, M Brindle, B Canham (Chair), D Crawford (Vice Chair),
C Harvey, J Hollis

Officers:

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

MINUTES

177/22	<p><u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u></p> <p>None.</p>
178/22	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>Councillor S Dowling.</p>
179/22	<p><u>MINUTES</u></p> <p>RESOLVED: The minutes of the Committee meeting held on 21st June 2022, which were received by Council on 28th June 2022, are a true record and signed/initialled by the Committee Chairman.</p>
180/22	<p><u>FINANCIAL REPORT UPDATE</u></p> <p>The Deputy Town Clerk reported:</p> <ul style="list-style-type: none"> • Delayed processing of invoices. • Rates are high due to Shambles Unit 3 un-tenanted and former Art Gallery of two years backdated. • Wages will increase as vacant posts are filled. <p>Update was noted.</p>
181/22	<p><u>COMMITTEE OFFICERS REPORT</u></p> <p>The Committee Officer reported:</p> <ul style="list-style-type: none"> • No additional courses booked but, K Robinson (Committee Clerk) had completed the Writing Professional Minutes Course. • Administration Officer and Front of House roles – interviews scheduled for two weeks' time. • Town Team role to be advertised imminently. • Countryside Officer role is going to be reviewed before recruitment. • Carnegie Roof Tender – Work to commence mid-August if tender approved at Planning Committee meeting on 12th July 2022. <p>Decisions workflow system: -</p>

	<ul style="list-style-type: none"> • July - Personnel Committee used the system. Committee members brought in the devices that they perform their TTC business on, so that the App could be downloaded. • September - Roll out the system to Committees. • Each account has its own private note-taking facility. • Apps can be used by Councillors, which includes GPS locations for reporting. <p>Updates were noted.</p>
182/22	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>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>
183/22	<p><u>STAFF MATTERS</u></p> <p>The Town Clerk reported on two staff members' long-term absence.</p>

Chairman.

THETFORD TOWN COUNCIL						
PERSONNEL						
FOR THE PERIOD ENDED 30 JUNE 2022						
INCOME				EXPLANATION OF JUNE 22 VARIANCE		
Personnel	2022-23	2022-23	2022-23	2022-23	2022-23	2022-23
N/C	NAME	JUN 22 ACTUAL YTD	JUN 22 BUDGET YTD	JUN 22 VARIANCE	ANNUAL BUDGET	
		£	£	£	£	
4100	GWS Admin Charge	19,851	18,990	861	6,000	This will be paid at year end. Approved by GWS.
4102	Property rent received	19,851	18,990	861	62,000	Variance due to underpayment by RBL and no rental income from Shambles 3.
TOTAL		19,851	18,990	861	68,000	Overall there is a small surplus relative to budget.
EXPENDITURE				EXPLANATION OF JUNE 22 VARIANCE		
Personnel	2022-23	2022-23	2022-23	2022-23	2022-23	2022-23
N/C	NAME	JUN 22 ACTUAL YTD	JUN 22 BUDGET YTD	JUN 22 VARIANCE	ANNUAL BUDGET	
		£	£	£	£	
5100	Salaries	123,301	146,052	22,751	584,207	Budget underspend due to the non filling of posts. Staff establishment of 17 versus budget of 21.
5110	Training	106	1,374	1,268	5,500	Underspend relative to budget.
5115	Recruitment	5,645	735	4,910	8,700	No costs incurred or budgeted.
5120	Health and Safety	19,608	13,482	6,126	10,000	New contract comes into effect on 1 June 2022. No significant further costs expected.
5122	Kings House Facilities	872	563	309	44,936	No costs incurred or budgeted. This is a year end entry.
5124	Rates	872	1,626	1,626	2,250	Rates now include Shambles 3 and the former Art Gallery offices which was not budgeted.
5125	Welfare	906	4,251	3,345	6,500	There is an overspend relative to budget. Not significant.
5126	Water and sewerage	739	2,001	1,262	17,000	Invoices still to be processed.
5130	Electricity	4,272	2,439	1,833	8,000	Invoices still to be processed.
5132	Gas	4,126	858	3,268	3,500	No costs incurred or budgeted due to seasonal factors.
5134	Oil	1,266	600	666	9,750	There is still a need to allocate some of these costs to allotments.
5136	Waste Disposal Costs	32	40	8	9,500	These are investments to generate future savings. Will be funded from Reserves.
5138	Green Energy Savings	245	355	110	Costs are lower relative to budget.	
5150	Admin Costs	785	73	712	Not a significant cost.	
5152	Travel Expenses	5,371	3,375	1,996	Slight underspend versus budget.	
5154	Property Maintenance	1,345	249	1,096	2,800	Slight underspend versus budget.
5156	Agents Fees	4,140	4,000	140	13,500	Most costs are billed quarterly or annually. Variance possibly due to timing differences.
5160	Equipment Support & Maint	4,533	3,750	783	1,000	There was extra spending to offset rising prices. Stock levels higher as a result.
5162	Cleaning Materials	14,392	15,000	608	11,850	This will be paid at year end.
5163	Rent paid	731	624	107	7,000	Variance versus budget due to timing differences. External audit costs of £2,500 to be incurred in Oct 22.
5170	Audit Fees	4,533	3,750	783	15,000	Most costs are billed quarterly or annually. Variance possibly due to timing differences.
5172	Legal & Professional	14,392	15,000	608	15,000	Costs budgeted to be incurred in June, which is the commencement of the insurance year.
5180	Insurances	731	1,500	1,500	6,000	No further costs anticipated.
5182	COVID 19 costs	624	1,407	1,407	2,500	Slight overspend versus budget.
5190	Bank Charges	1,407	1,407	0	3,000	No bad debts incurred.
5195	Bad Debts Written Off	203,488	184,498	11,073	5,626	Budget savings have been achieved.
5197	Budget Reduction	192,415	203,488	11,073	783,517	Overall there have been a saving of approximately 5.4% of budgeted expenditure.
TOTAL		172,564	184,498	11,934	715,517	There is a minor adverse variance versus against budget.
NET	Personnel					

Training July 22

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