

THETFORD TOWN COUNCIL

MINUTES OF A VIRTUAL MEETING OF THE PERSONNEL COMMITTEE

HELD ONLINE ON TUESDAY 19th JANUARY 2021, STARTING AT 2.00 pm.

Present:

Councillors R F W Brame, M P Brindle, B J Canham,

D M Crawford, C Harvey,

Tina Cunnell - Town Clerk - Alan Yorke - Deputy Town Clerk

MINUTES

676/20	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> None.
677/20	<u>APOLOGIES FOR ABSENCE</u> Apologies were received by J Hollis.
678/20	<u>MINUTES</u> <ul style="list-style-type: none">• RESOLVED: The minutes of the Committee meeting held on 3rd November 2020 as a true record received by Council on 24th November 2020 and be signed/initialed by the Committee Chairman.• RESOLVED: The minutes of the Committee meeting held on 4th December 2020 as a true record received by Council on 15th December 2020 and be signed/initialed by the Committee Chairman.
679/20	<u>REVIEW OF BUDGETS</u> <u>See Appendix A Budget</u> <ul style="list-style-type: none">• To date there have been some savings on running costs• More rental has been received than anticipated• Budget noted by committee
680/20	<u>TRAINING UPDATE</u> <u>See Appendix B Training update.</u> <ul style="list-style-type: none">• Finance assistant has successfully completed her Level 3 Diploma in Business Administration.• Deputy Town Clerk has completed 2 out of 5 CiLCA modules.• Clerk is circulating training opportunities to councillors and staff.• VEM requested media presenting training which will be facilitated by the VEM Deputy Manager.• Events assistant has passed her restaurant service and management diploma.• Cllr Harvey has passed Health & Safety Induction and GDPR training through BDC.• Councillors have free access to a suite of online training available to them through our H&S contract.

	<ul style="list-style-type: none"> • Councillors wished their congratulations to be passes onto the staff for their success in their courses.
681/20	<p><u>COMMITTEE OFFICERS UPDATE</u></p> <p>Clerk has contacted the Outbreak Management Team at Norfolk County Council and the New Anglia LEP to register the Town Council staff for Asymptomatic COVID testing. Reviewing home working for vulnerable staff and risk assessment has been updated</p>
682/20	<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>
683/20	<p><u>STAFF UPDATE</u></p> <p>Councillor received an update from the Town Clerk:</p> <ul style="list-style-type: none"> • Welfare meeting with staff and councillor groups to recommence in February • Staff absenteeism and health issues • Recruitment and need to review descriptions and workflow of vacancies prior to initiating process,

Chairman.

Appendix A

THETFORD TOWN COUNCIL						
PERSONNEL						
FOR THE PERIOD ENDED 31 DECEMBER 2020						
INCOME					EXPLANATION OF DEC 20 VARIANCE	
Personnel	2020-21	2020-21	2020-21	2020-21		
N/C	NAME	DEC 20 ACTUAL YTD	DEC 20 BUDGET YTD	DEC 20 VARIANCE	REVISED BUDGET YTD	
		£	£	£	£	
4100	GWS Admin Charge	2,488	2,488	-	4,988	
4102	Property rent received	33,203	46,944	- 13,741	58,469	There are payments received of approximately £6,000 still to be billed.
TOTAL		35,691	49,432	- 13,741	63,457	Projected adverse variance against budget in income
EXPENDITURE					EXPLANATION OF DEC 20 VARIANCE	
Personnel	2020-21	2020-21	2020-21	2020-21		
N/C	NAME	DEC 20 ACTUAL YTD	DEC 20 BUDGET YTD	DEC 20 VARIANCE	REVISED BUDGET YTD	
		£	£	£	£	
5100	Salaries	376,947	411,188	- 34,241	556,388	Not a significant variance. Underspend financing toilet contract.
5110	Training	1,317	1,637	- 320	2,037	
5120	Health & Safety (Trg&C)	6,281	7,520	- 1,239	8,270	More costs likely in 4th quarter.
5122	Kings House Facilites	24	8,183	- 8,207	12,983	Variance due to non-billing by GWS of rent of £3,200. Currently being addressed
5124	Rates	42,964	38,179	4,785	41,997	Monthly rates costs are expensed in April for the year. Will exceed budget.
5125	Welfare	1,676	375	1,301	750	Staff uniform costs higher than expected. Consultant fees under-budgeted.
5126	Water and sewerage	7,173	6,954	219	8,379	Should be lower than budgeted because of closure of certain facilities during lockdown.
5130	Electricity	12,109	12,575	- 466	16,675	Should be lower than budgeted because of closure of certain facilities during lockdown.
5132	Gas	1,562	5,976	- 4,414	7,576	Impacted by erratic meter readings (estimated versus actual).
5134	Oil	37	1,650	- 1,687	3,300	The closure of the Guildhall has reduced demand for the oil burner.
5136	Waste Disposal Costs	8,312	8,881	- 569	11,281	More costs were budgeted due to accelerated allotment clearing.
5150	Admin Costs	10,658	6,395	4,263	8,645	There was a historical VAT adjustment relating to GW Staniforth of £3,970. Not foreseen
5152	Travel Expenses		100	- 100	150	
5154	Property Maintenance	2,163	1,002	1,161	1,452	These are costs relating to rented properties. Not foreseen.
5156	Agents Fees	1,605	1,855	- 250	2,310	
5160	Equipment Support & M	8,810	8,911	- 101	11,361	
5162	Cleaning Materials	1,187	656	531	881	Higher due to COVID 19. Actual spend higher as more precautions implemented in the offic
5170	Audit fees	4,250	4,750	- 500	6,250	
5172	Legal & professional	13,610	15,994	- 2,384	18,294	It is expected that further Shambles legal costs have been incurred but not billed to the Cou
5180	Insurances	14,119	14,119	- 0	14,119	
5182	COVID 19 costs	2,279	5,623	- 3,344	7,873	Further monthly costs of £750 per month expected as a result of COVID 19. Actuals are low
5190	Bank Charges	1,297	940	357	1,225	
5195	Bad debts written off	3,829	3,829	-	5,829	
TOTAL		522,089	567,292	- 45,204	748,025	Projected positive variance against budget in expenditure
NET	Personnel	- 486,398	- 517,860	31,463	- 684,568	Unlikely that budget will be exceeded at this stage

Appendix B Training Update January 2021

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
28 th October	Managing Cemeteries	D Hodgkinson
29 th October	Allotments Tenancy Agreements	C. Higgins
10 th November	Site facilities H&S Allotments	C.Higgins
11 th November	365 teams training	Councillors invited
19 th November	Allotments Self-management by association	C.Higgins
4 th February	Update your agendas	C Crimmen
4 th March	Writing professional minutes	C. Crimmen