



## POLICY, FINANCE & PERSONNEL COMMITTEE

### Minutes of a Committee meeting held on Monday 8 January 2018 at 2pm in Cullompton Town Hall

**Present:** Cllr James Buczkowski (in the chair) and Cllrs: Iain Emmett, Gordon Guest, Mike Thompson and Richard Thorne.

Also in attendance: Cllr Lloyd Knight

Judy Morris: Clerk

**NOTE:** It was noted that Cllr Mike Thompson was recording the meeting for his personal use.

75. **APOLOGIES:** Cllr Eileen Andrews (unwell).
76. **DECLARATIONS OF INTEREST:** None.
77. **PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.** None.
78. **MINUTES:** The minutes of the previous meeting held on 21 November 2017 were approved and signed as a correct record after adding to Item 69 (iv)a that *"Councillor Mike Thompson requested a recorded vote and voting was as follows: For: Cllrs James Buczkowski, Gordon Guest, Iain Emmett and Richard Thorne, against: Cllr Mike Thompson"*. Proposed Cllr Iain Emmett seconded Cllr Richard Thorne.
79. **STAFFING MATTERS**
- (i) **Street Cleansing Contract: To receive report and consider whether to resume responsibility for the street cleaning or pass this responsibility back to Mid Devon District Council.** Report circulated to all members prior to the meeting and discussed. It was suggested that, returning responsibility for delivering the street cleansing service back to Mid Devon District Council, will enable the Town Council to concentrate on delivery of the services it is directly responsible for.

If considered necessary the Town Council will then have the ability to challenge the district council on the standard of the service.

**RESOLVED:** That the Town Council asks Mid Devon District Council to continue to provide the street cleansing service on the understanding that they will continue to deliver the standard of

service that they have been providing since 1 October 2017. Proposed Cllr Iain Emmett, seconded Cllr Mike Thompson.

- (ii) **Staff salary increase:** To note that the National Employers for Local Government Services has offered council employees a two-year pay increase from 2018. Employees earning £19430 or more will receive an uplift of 2% on 1 April 2018 and a further 2% on 1 April 2019, those on lower salaries will receive a higher increase.

**RESOLVED:** It was noted that council employees have been offered a pay increase from 1 April 2018 and that this has been provided for in the 2018/19 budget.

(iii) **Council Administration: To receive details of apprenticeship schemes and consider employing an additional member of the Council's administration team:**

Details of Operational Delivery Officer Apprenticeship and Draft Job Description for above plus report had been circulated to all members prior to the meeting, discussion included:

- The Council's Admin staff are able to cover the roles of their colleagues for short term absences but if a staff member were off work for any length of time then this would put a strain on other staff members meaning that low priority work will not get done.
- The Council will benefit from having a member of staff that is IT savvy with sufficient time allocated specifically to update/improve the website and positively promote the Council particularly on social media sites such as Facebook and Twitter.
- The Council has recently resolved to hold two meetings each month, as an agenda needs to be prepared and distributed about a week before each meeting and then Minutes drafted and actioned immediately following each meeting it will be difficult for the Clerk to take any time off for holidays etc.
- The Council has recently resolved to set up a working group, to work with the John Tallack Youth & Community Centre, to look at alternative youth providers and find ways to improve the service and generate funding with a view to making youth provision self-funding and independent of the Council. If an existing staff member takes on this role then another aspect of their job role will suffer.
- At the present time the only member of staff able to clerk meetings of the full Council is the Town Clerk. The Town Clerk is also the only member of staff that has the qualifications required for the Council to use the General Power of Competence. If the Council were to ever decide to apply for a "Quality Award" then one of the requirements is a qualified clerk.
- At present, if the Town Clerk is not able to attend a Council meeting for any reason then the meeting will be cancelled as there is no other member of staff with the necessary experience to clerk the meetings.
- Neighbourhood Plan Administrator will be leaving at the end of February and there may still be a need for additional work to be carried out. It was noted that MDDC has offered £5k towards the cost of completing the Plan but unsure whether there will be any conditions about how the money is used. They have also allocated an additional £5k to be paid at a later stage following discussion about the remaining tasks and checking what further funds are required.
- The Garden Village initiative may mean additional administrative work for council staff.

The Committee was generally favour of apprenticeships as they provide good training opportunities and considered that apprenticeship schemes should be investigated in more detail but felt that an apprentice was a long term investment and wouldn't solve the council's current needs.

**RESOLVED**

1. That the Funding Officer takes on the role of supporting the working group to be set up to look at the provision of youth services and takes responsibility for the refurbishment of the Culm Lea play area project. Town Clerk, Assistant Town Clerk and Funding Officer to share the administration of the General Purposes Committee. Funding Officer's temporary additional 7 hours per week to be extended for a further six months from 1 April 2018 with sufficient budget funding to extend for 12 months should it be required. Review the situation after six months.
2. That an additional £23k is included in the payroll budget for an additional member of staff to support the Council in a role to be decided by the Committee at a later date. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

**NOTE:** Cllr Mike Thompson requested a recorded vote, voting was as follows:

**For:** Cllrs: James Buczkowski, Iain Emmett, Gordon Guest and Richard Thorne.

**Against:** Cllr Mike Thompson.

**RESOLVED:** that due to the sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private.

**80. STAFFING MATTERS**

(ii) **Staffing Report:** Noted

(i) **Overtime/additional hours:** Update report. Clerk to check working time regulations.

The meeting closed at 4.10pm.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_