



POLICY, FINANCE & PERSONNEL COMMITTEE

**Minutes of a Committee meeting held on
Thursday 10th June 2021 at 19.00hrs in the Town Hall, 1 High Street, Cullompton,
EX15 1AB**

Present:

Chair: Councillor J Lochhead

Committee Members: Councillors: M Beckwith, J Buczkowski, M Dale and C Snow.

In Attendance:

Officers: J Norris (Town Clerk) and M Weston (Deputy Town Clerk).

1 member of the public attended the meeting.

PFP Chair's Announcements

286. The Chair said that if an additional Committee meeting is required 2 dates have been identified either Friday 18 June at 2.30pm or Monday 21 June at time to suit.

PFP Apologies for Absence

287. There were no apologies for absence.

PFP Declarations of Interests

288. The following Declaration of Interest was made at this point of the meeting:

- Councillor Snow declared that he may have a personal interest in Agenda No 13, Comments, Complaints and Freedom of Information Requests and also declared a personal interest in Agenda No 17 Staff Conduct.

PFP Public Participation

289. This agenda item enables members of the public present at the meeting to raise matters which are relevant to the work of the Committee.

Speaker 1

The Speaker said he had tried to communicate by email and telephone but was not getting any replies so will be complaining.

PFP Appointment of Vice-Chair

290. Consideration was given to the appointment of a Committee Vice-Chair **RESOLVED** that Councillor Snow be appointed as the Committee Vice-Chair for the remainder of the municipal year.

PFP Minutes:

291. To confirm the Minutes of the meeting held on 13 May 2021 as a correct record (Supporting Paper A to the Agenda)

A number of points were raised regarding the Minutes so the Town Clerk said she would consider the comments and look at amending the Minutes for presentation to the next Committee meeting.

PFP Action List

292. The Action List relating to the Policy, Finance and Personnel Committee was received and reviewed. (Supporting Paper B to the Agenda)

PFP Financial Matters

293. Balance Sheet

(i) The current Balance Sheet was received and reviewed. (Supporting Paper C to the Agenda)

Income and Expenditure reports

(ii) The Income & Expenditure report up to and including month 2 (May) was received and reviewed. (Supporting Paper D to the Agenda)

PFP Draft 2020/2021 Statement of Accounts and Annual Governance and Accountability Return (AGAR)

294. Consideration was given to the draft 2020/2021 Statement of Accounts and Annual Governance and Accountability Return (AGAR). (Supporting Paper E to the Agenda)

The Town Clerk confirmed that the asset list had been updated to reflect acquisitions and disposals during the year but no physical checks had been made of items on the list.

It was explained that the value of the toilet building at the Cemetery had been increased in line with the value of the work to create the welfare unit but no change had been made to the value of the Chapel and Mortuary as the recent works were maintenance rather than adding value.

The draft AGAR and supporting information were noted

PFP Review of 2020/2021 Expenditure

295. To consider the 2021/2021 budget and expenditure and any “lessons learnt” to be used in the next budget setting process. (Supporting Paper F)

This paper had not been prepared as it required information from the 2020/2021 accounts which has been the subject of recent coding changes for the AGAR.

RESOLVED to defer consideration of this item to a future meeting.

PFP Audit Sub-Committee

296. Consideration was given to:

(i) the remit of the Audit Sub Committee

(ii) the appointment of Councillors to the Audit Sub Committee.
(Supporting Paper G to the Agenda)

RESOLVED to recommend to Council that

- (i) That the Audit Sub-Committee becomes a full Committee known as the Governance Committee
- (ii) That the Terms of Reference for the Governance Committee are as presented to the PFP Committee plus the current policy functions undertaken by the PFP Committee
- (iii) That the Chair of the Governance Committee should not also hold the position of Mayor or Chair or Vice-Chair of any other Town Council Committee

PFP Outdoor and Maintenance Team

297. To consider arrangements for ensuring that on-going and planned work requirements can be met
(Supporting Paper H to the Agenda)

It was suggested that as an alternative to recruiting an Assistant Supervisor it would be possible to employ 2 people on 25 hours per week for little additional cost but this would increase capacity and flexibility.

RESOLVED to defer further discussion on this matter and consider making it a matter to be discussed without the press and public present.

PFP Comments, Complaints and Freedom of Information Requests

298. The Committee received details of any comments and complaints, Freedom of Information Requests or Subject Access Requests received since the last report to Committee (Supporting Paper I)

PFP Members Questions

299. This agenda item gives Councillors an opportunity to ask questions which are relevant to the work of the Committee.

No questions were raised at this point in the meeting.

PFP Exclusion of the Press and Public

300. **RESOLVED** to exclude the public and press during consideration of:

- Agenda Item 12, Outdoor and Maintenance Team on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal and financial information)
- Agenda Item 16 Staffing Report, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (personal information)
- Agenda Item 17 Staff Conduct on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (staffing matter and personal information)
- Agenda 18 Complaints, on the grounds that publicity would be prejudicial to the public interest by reason of its confidential nature (staffing matter and personal information)

The reports relating to these items had been withheld from public circulation and deposit.

PFP Outdoor and Maintenance Team

301 The costings for employing 2 outdoor team members each working 25 hours per week were given and compared to the cost of the Assistant Supervisor role and employing agency staff.

RESOLVED

- (i) That the Assistant Outdoor Supervisor role is not filled
- (ii) That 2 permanent, part time 25 hours per week each, Outdoor Team members are recruited, the salary to be SCP 6 (£19,698 pa pro rata)
- (iii) The job focus for the 2 part-time team members to be:
 - Play park maintenance and inspection
 - Town and Parish Floral Displays and Enhancements
 - Grass Cutting
 - Supporting the market and festivals
 - General maintenance of Town Council property and buildings
 - Supporting cemetery operations (particularly grass cutting)
 - Minor litter picking
 - General parish maintenance as required
- (iv) That the Town Clerk is given delegated authority to conduct the recruitment process and make the appointments as soon as practicably possible.
- (v) That the Town Clerk is given delegated authority to obtain quotations and appoint contractors in the short term to cut the grass in the old part of the cemetery

PFP RESOLVED to extend the duration of the meeting until 21:20hrs

302

PFP Staffing Report

303. A staffing update report was considered which included

- Overtime
- Holiday

(Supporting Paper J- confidential for Councillors on the Committee only)

RESOLVED

- (i) To approve the overtime of 3.25 hours for 2 people on Saturday 8 May for helping with gazebos etc. for Spring Fest
- (ii) To approve the overtime of 4.25 hours for 1 person on 10 May to backfill following a burial
- (iii) To approve the overtime of 2.5 hours for 12 June for a Saturday ashes interment.
- (iv) To recommend to Council that the 7 days holiday is "bought back" from the 2 Outdoor Team members unable to take their annual leave entitlement due to the COVID 19 pandemic and they carry the balance of their 20/21 annual leave into the 21/22 leave year.

PFP Staff Conduct

304. Consideration was given to a matter relating to staff conduct. (Supporting Paper K confidential for Councillors on the Committee only)

~~The Town Clerk was given guidance that the existing investigation into a staff conduct matter should be continued.~~

¹ Amended in accordance with Minute R7 Resources Committee 20 July 2021

~~It was also suggested that the Town Council should formally consider a policy of providing references which confirm the dates of employment and job role but no other information.~~

RESOLVED

- (i) That the existing investigation into a staff conduct matter be continued
- (ii) That should a reference be required in the current situation the information provided would be limited to confirming the dates of employment and the job role
- (iii) That consideration should be given to adopting a reference policy

Note The Town Clerk left the meeting.

PFP Complaints

305. The Chair reported on 2 complaints that related to members of staff. (Supporting Paper L confidential for Councillors on the Committee only)

RESOLVED that the complaint is treated under the Town Council's Grievance Policy and Procedure as a staff grievance and dealt with accordingly with the exception that the member of staff making the complaint (who has resigned) is not interviewed.

21:20 hrs RESOLVED to extend the meeting a further 5 minutes until 21:25hrs

The request to hold an extraordinary meeting of the committee was withdrawn.

A concern was raised about the hours the Town Clerk is working and the need to re-inforce safe working practices and if necessary conduct a review of workloads and working practices.