



Minutes of the Finance, Budgets & Staffing Committee of Costessey Town Council, held on Friday 6 December 2019 at 10am at The Costessey Centre, NR8 5AH

Present: Cllrs S Hannant (Chair), J Amis, G Dole, G Jones, P O'Connor; H Elias (Town Clerk); No members of the public were present

NOTE: Following the full CTC meeting on 12 November 2019 the F, B & S Committee now has delegated power to handle all matters relating to staffing (Min: 591/19)

To receive apologies for absence

F141/19: Apologies were accepted from Cllrs T Laidlaw & J Flowerdew (family commitments). No apologies were received from Cllr G Blundell.

To receive declarations of interest

F142/19: Cllr S Hannant declared a pecuniary interest in any minute which involved Barclays Bank funds as she is in receipt of a pension from Barclays Bank

To confirm and sign the Minutes of the previous FB&S Meeting on 25 October 2019

F143/19: The minutes were agreed and signed. It was noted that the minutes had already been approved by Full Council.

To receive updates on the previous minutes (No resolutions may be passed)

F144/19: Min: F130/19: New Model Financial Regulations: Concern was expressed that some of the changes appeared to be a retrograde step and further consideration was needed before a draft for CTC was presented to the F,B&S Committee in the New Year. **ACTION: Town Clerk & Cllr G Jones**

F145/19: Min: F137/19: Staff Salary scales for 2020-21: These had not yet been agreed nationally

To consider the Sponsorship arrangements for the Fete 2020

F146/19: Thanks were expressed to Cllr G Blundell for his hard work in obtaining sponsorship for the fete. *Think Property* had been confirmed as the latest sponsor, pledging £500. It was noted that expectations of sponsors varied and that this should be standardised. The table of sponsorship deals was considered, and the following amendments suggested:

i) Banners - note added to read: "Sponsors must supply and erect their own banners at no cost to the Town Council. Max size 6ft x 3ft to be fitted with eyelets"

ii) "Thank You Wall" – note added to read: *The wall will be in place for the two-day duration of the fete.* The wall should also include Costessey Knot and name Costessey TC as a sponsor

iii) Additional bullet point: *Commitment via letter / e-mail with payment due by 1 May 2020*

iv) Acknowledgement signature at end to read: *Cllr Gary Blundell* so it is obvious he is a councillor.

With the agreement of the Committee Item 7 was taken next until the CCLA representative arrived

To receive a general update on Finance, Budget or Staffing matters

F147/19: Outdoor Cinema: This had originally been conceived as a "thank-you" to residents from the former Chairman, and to celebrate 10 years of the Costessey Centre. It was not part of the Fete and Fair, but an additional separate event tagged onto the same weekend so that there were cost savings on extra facilities such as the dustbins. Following the full Council approval of the project on 26/11/2019, the lead volunteer had erroneously revived a previous account with a ticketing agency containing several mistakes, and approx. 500 tickets had been allocated due to promotion on local social media. Concerns were expressed that some aspects might be misleading; also a query had been received about the service charge relating to donations. The office had temporarily restricted tickets on the account until the difficulties could be ironed out. Those who had acquired tickets were to be sent a letter / email stating that it had come to Council's notice that due to an administrative

problem the Council would re-issue the tickets if necessary. Access to tickets by local community groups was also discussed – the system could be set up to send specific invitations. **ACTION: Town Clerk and Deputy Clerk**

To receive a presentation on the CCLA Public Sector Deposit Fund

F148/19: The CCLA representative gave a presentation. (See attached report and resume). Discussions ensued as to who should be authorised to enact transfers and the limits which would act as trigger points for transfers. Auditors to be contacted. **ACTION: Town Clerk**
RECOMMENDED TO FULL COUNCIL that from the new financial year CTC should use the CCLA Public Sector Deposit Fund for its treasury cost management.

To confirm the date of the next FB&S Meeting

F149/19: It was agreed that the next meeting should be on Friday 10 January at 10am.

F150/19: RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it was not in the public interest to disclose discussion on the items below due to staffing issues
No members of the public were present.

***THE FOLLOWING ITEMS WERE HEARD IN CONFIDENCE / BELOW THE LINE**

With the agreement of the Committee Items 11 and 12 were taken next

***To consider the CTC Stress Policy**

F151/19: CTC's existing policy had been checked against the latest HSE and ACAS documents, and the wording was virtually the same. Committee wished to include "Councillors" throughout the document. The final paragraph referring to an "independent group of Councillors" should also be removed; it was no longer relevant as it was intended to set up a Staffing (Sub-) Committee. The paragraph on paying for six treatment sessions should be kept and but "approved by a medical person first" should be added. The amended document should be sent to the Polices Review WG for further discussion and amendment before presenting to full Council. **ACTION: Town Clerk**

***To consider obtaining professional HR advice on up-to-date employment law and contract provisions**

F152/19: Given the Policy Review WG is considering amendments to the Grievance and Disciplinary Procedures a suggestion was made to send any proposed changes to the NorfolkALC's HR contacts. Committee was reminded that alterations to contracts could only be made with the agreement of the employees.

RESOLVED to engage NorfolkALC's HR contact firm on an *ad hoc* basis to undertake an independent review of CTC's HR documents including contracts and conditions of employment as required.

***To consider grounds staff salaries for 2020-21**

F153/19: The Clerk and Chairman of the Property & Environment Committee had undertaken an appraisal of Grounds staff, which was very positive. On further investigation it appeared that the staff member was being underpaid in comparison with similar positions.

RESOLVED that the staff member's salary be increased to the equivalent of the scale approx. 50p per hour higher.

F154/19: The meeting closed at 12.20pm

Chair:

Date: