



St Ives Town Council

Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire, PE27 5AL
Telephone: 01480 388929 Email: clerk@stivestowncouncil.gov.uk

Issued: 13 January 2022

Councillors N Dibben, A Dickinson, J Pallant, T Drye, D Rowe, J Parkin, J Kerr

You are hereby summoned to attend a **Meeting of the Personnel Committee of St Ives Town Council** to be held on **Wednesday 19 January 2022 at the Town Hall at 8.00 pm.**

Nicci Sewell
Locum Town Clerk

AGENDA

- PE24.00 APOLOGIES**
To receive and note apologies for absence.
- PE25.00 DECLARATIONS OF INTEREST**
To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.
- PE26.00 PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy.
- PE27.00 MINUTES**
To agree the Minutes of the Meeting held on 15 December 2021 (copy herewith).
- PE28.00 BUDGET REPORT**
To receive Budget Report for the Committee (copy herewith).
- PE.29.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.
- PE30.00 STAFFING MATTERS**
To consider the following reports (copies herewith).
- PE30.01 Reduction of Hours**
- PE30.02 Appointment of Administrative Assistant**

PE30.03 **Report on Staffing**
To receive verbal report from the Locum Clerk.

PE.31.00 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

COVID INFORMATION

All of our meetings are conducted following Covid guidelines.

IT WOULD BE APPRECIATED IF MEMBERS AND MEMBERS OF THE PUBLIC WOULD WEAR MASKS WHEN ATTENDING.

To view our policy please visit www.stivestowncouncil.gov.uk

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held in the Corn Exchange on Wednesday 15 December 2021**

Present:

Chairman: Councillor A Dickinson

Vice Chairman: Councillor J Pallant

Councillors: N Dibben, J Parkin, J Kerr

In attendance: Councillors M King, J Tiddy

Locum Clerk: N Sewell

Amenities Manager: C Allison

Democratic Officer: S Rawlinson

PE12.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor T Drye (Personal) and D Rowe (business).

PE13.00 DECLARATIONS OF INTEREST

None.

PE14.00 PUBLIC PARTICIPATION

None.

PE15.00 MINUTES

The Minutes of the Meeting held on 21 July 2021 were agreed as a correct record and signed by the Chairman. It was noted that the meeting scheduled for 20 October had been inquorate.

PE16.00 BUDGET REPORT

The budget report was received and noted.

PE17.00 CLERK'S TRAINING

RESOLVED: that the decision to pay £280 for two CAPALC training courses for the Locum Clerk be ratified.

PE18.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

RESOLVED: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.

PE19.00 STAFFING MATTER: APPOINTMENT OF ADMINISTRATIVE ASSISTANT

RESOLVED: PE19.01 that the report is received and noted.

PE19.02 that the decision to extend the service of the Administrative Assistant be ratified.

PE19.03 that consideration be given to the way forward for this post and a report provided to the next meeting.

Chairman's
Initials

PE20.00 STAFFING MATTER: APPOINTMENT OF LOCUM CLERK

RESOLVED: PE20.01 that the report is received and noted.

PE20.02 that the appointment of the Locum Clerk be ratified.

PE21.00 STAFFING MATTER: CONTINUATION OF SERVICE

RESOLVED: PE21.01 that the report is received and noted.

PE21.02 that a fixed term direct employment contract be agreed with remuneration set within the usual salary range for Town Clerks of SCP 42-45.

PE22.00 STAFFING MATTERS: ADDITIONAL DUTIES

RESOLVED: PE22.01 that the report is received and noted

PE22.02 that an ex gratia payment be made to a staff member in recognition of extraordinary service during a difficult period.

PE22.03 that the sum be paid from the staff contingency budget and reserves.

PE23.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

RESOLVED: that the confidential business having been concluded, the Press and the Public be re-admitted to the meeting.

Chairman:

Dated: 19 January 2022

Chairman's
Initials

**St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 9)**

15:35

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Personnel</u>										
<u>200</u>	<u>Staff</u>									
5021	Health & Safety	500	170	500	0	0	0	500	0	0
5063	Training/Conferences	5,000	1,306	5,000	481	431	0	5,000	0	0
5301	Salaries	328,707	314,442	315,090	226,459	315,090	0	340,303	0	0
5303	LGPS Pension	58,000	56,472	58,200	41,706	58,200	0	61,000	0	0
5304	Inland Revenue PAYE Ees NICs	28,503	28,757	26,600	17,916	26,600	0	29,100	0	0
5306	HR support	3,780	3,438	3,780	3,438	3,780	0	3,780	0	0
5307	Staff Contingencies	16,220	0	15,000	9,255	15,000	0	15,000	0	0
5308	Homeworking Allowance	0	3,240	0	0	0	0	0	0	0
	Overhead Expenditure	440,710	407,825	424,170	299,255	419,101	0	454,683	0	0
	Movement to/(from) Gen Reserve	(440,710)	(407,825)	(424,170)	(299,255)	(419,101)		(454,683)		
	Personnel - Income	0	0	0	0	0	0	0	0	0
	Expenditure	440,710	407,825	424,170	299,255	419,101	0	454,683	0	0
	Movement to/(from) Gen Reserve	(440,710)	(407,825)	(424,170)	(299,255)	(419,101)		(454,683)		
	Total Budget Income	0	0	0	0	0	0	0	0	0
	Expenditure	440,710	407,825	424,170	299,255	419,101	0	454,683	0	0
	Movement to/(from) Gen Reserve	(440,710)	(407,825)	(424,170)	(299,255)	(419,101)		(454,683)		