



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: 14 April 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 20 April 2022 at the Town Hall at 8.00 pm.**

Philip Trupp
Locum Town Clerk

AGENDA

- PE32.00 APOLOGIES**
To receive and note apologies for absence.
- PE33.00 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.
- PE34.00 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.
- PE35.00 MINUTES**
To agree the Minutes of the Meeting held on 19 January 2022 (copy herewith).
- PE36.00 BUDGET REPORT**
To receive Budget Report for the Committee (copy herewith).
- PE.37.00 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.

PE38.00 STAFFING MATTERS

To consider the following reports (copies herewith):

- PE38.01 Locum Clerk**
- PE38.02 Grounds Maintenance staffing**
- PE38.03 Maternity Benefits**
- PE38.04 Staff: Additional duties**

PE.39.00 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.

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held in the Town Hall on Wednesday 19 January 2022**

Present:

Chairman: Councillor A Dickinson

Vice Chairman: Councillor J Pallant

Councillors: N Dibben, J Parkin, J Kerr

In attendance:

Locum Clerk: N Sewell

Amenities Manager: C Allison

PE24.00 APOLOGIES FOR ABSENCE
No apologies were received.

PE25.00 DECLARATIONS OF INTEREST
None.

PE26.00 PUBLIC PARTICIPATION
None.

PE27.00 MINUTES
The Minutes of the Meeting held on 15 December 2021 were agreed as a correct record and signed by the Chairman.

PE28.00 BUDGET REPORT
The budget report was received and noted.

PE29.00 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.

PE30.00 STAFFING MATTERS

PE30.01 Reduction of Hours

RESOLVED: that the request for a reduction in hours be approved.

PE30.02 Appointment of Administrative Assistant

RESOLVED: PE30.02.01 that the appointment be progressed

PE30.02.02 that changes be made to the Person Specification for the post:

- That evidence of commitment to professional development be categorised 'desirable'

Chairman's
Initials

- That experience of Office software and use of social media be included under Information Technology skills

PE30.03 Report on Staffing

The continuing absence of the Town Clerk was discussed.

Members noted that an appointment had been made for the St Ives Cares II Project Co-ordinator who would take up duties on 1 March 2022.

A query regarding Maternity Leave was to be discussed with the Council's HR advisors.

The Locum Clerk informed Members that 121 discussions with staff were being undertaken regularly.

Resilience training for staff was considered to be beneficial and this was to be looked into further.

A discussion was held on methods of communication and the effect the past three years and lockdown had had on officers' morale.

The process for undertaking a review of Job Descriptions would be discussed at the next meeting.

PE31.00 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: 20 April 2022

Chairman's
Initials

St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 12)

13:18

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
Council - Income	14,100	89,356	14,050	75,496	51,887	0	14,000	0	9,944	
Expenditure	264,949	221,353	291,733	291,671	273,796	0	266,839	0	7,612	
Net Income over Expenditure	<u>-250,849</u>	<u>-131,997</u>	<u>-277,683</u>	<u>-216,175</u>	<u>-221,909</u>	<u>0</u>	<u>-252,839</u>	<u>0</u>	<u>2,332</u>	
plus Transfer from EMR	0	12,590	0	721	0	0	0	0	0	
less Transfer to EMR	0	72,814	0	0	0	0	0	0	0	
Movement to/(from) Gen Reserve	<u>(250,849)</u>	<u>(192,221)</u>	<u>(277,683)</u>	<u>(215,454)</u>	<u>(221,909)</u>		<u>(252,839)</u>			
<u>Personnel</u>										
<u>200</u>	<u>Staff</u>									
5021	Health & Safety	500	170	500	35	35	0	500	0	0
5063	Training/Conferences	5,000	1,306	5,000	2,276	2,276	0	5,000	0	0
5301	Salaries	328,707	314,442	315,090	302,156	302,156	0	340,303	0	13,000
5303	LGPS Pension	58,000	56,472	58,200	56,605	56,605	0	61,000	0	0
5304	Inland Revenue PAYE Ees NICs	28,503	28,757	26,600	24,146	24,146	0	29,100	0	0
5306	HR support	3,780	3,438	3,780	3,438	3,438	0	3,780	0	0
5307	Staff Contingencies	16,220	0	15,000	19,649	19,649	0	15,000	0	0
5308	Homeworking Allowance	0	3,240	0	0	0	0	0	0	0
	Overhead Expenditure	<u>440,710</u>	<u>407,825</u>	<u>424,170</u>	<u>408,305</u>	<u>408,305</u>	<u>0</u>	<u>454,683</u>	<u>0</u>	<u>13,000</u>
	Movement to/(from) Gen Reserve	<u>(440,710)</u>	<u>(407,825)</u>	<u>(424,170)</u>	<u>(408,305)</u>	<u>(408,305)</u>		<u>(454,683)</u>		

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**St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 12)**

13:18

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Personnel - Income	0	0	0	0	0	0	0	0	0
Expenditure	440,710	407,825	424,170	408,305	408,305	0	454,683	0	13,000
Movement to/(from) Gen Reserve	<u>(440,710)</u>	<u>(407,825)</u>	<u>(424,170)</u>	<u>(408,305)</u>	<u>(408,305)</u>		<u>(454,683)</u>		