



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
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Issued: 7 June 2022

Councillors M Burke, P Hussain, J Kerr, B Luter, A Thompson, Town Mayor

You are hereby summoned to attend a **Meeting of the Personnel Committee of St Ives Town Council** to be held on **Monday 13 June 2022 at the Town Hall at 7.00 pm.**

Philip Truppinn
LOCUM CLERK

AGENDA

The Meeting will be opened by the Town Mayor.

- PE01.00 APPOINTMENT OF CHAIRMAN FOR THE MUNICIPAL YEAR 2022/23**
- PE02.00 APPOINTMENT OF VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2022/23**
- PE03.00 APOLOGIES**
To receive and note apologies for absence.
- PE04.00 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.
- PE05.00 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.
- PE06.00 MINUTES**
To approve the Minutes of the Meeting held on 27 April 2022 (copy herewith).
- PE07.00 BUDGET**
To receive the budget for the Committee (copy herewith).
- PE.08.00 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.

PE09.00

STAFFING MATTERS

To consider the following reports (copies herewith):

PE09.01

Maternity Cover

To consider report from Museum Director (copy herewith).

PE09.02

Staffing Update

To receive a verbal update from the Locum Clerk.

PE09.03

Mobile Phone Contracts

To consider information on renewal of the GM Team's mobile phones (copy herewith).

PE.10.00

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 27 April 2022**

Present:

Chairman: Councillor A Dickinson

Vice Chairman: Councillor J Pallant

Councillors: N Dibben, J Kerr

In attendance:

Locum Clerk: P Truppin

Deputy Clerk: C Allison

Councillor: J Tiddy

Democratic Officer: S Rawlinson

PE32.00 APOLOGIES FOR ABSENCE
No apologies were received.

PE33.00 DECLARATIONS OF INTEREST
None.

PE34.00 PUBLIC PARTICIPATION
None.

PE35.00 MINUTES
The Minutes of the Meeting held on 19 January 2022 were agreed as a correct record and signed by the Chairman.

PE36.00 BUDGET REPORT
The budget report was received and noted.

PE37.00 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.

PE38.00 STAFFING MATTERS

PE38.01 Locum Clerk/Deputy Town Clerk
Consideration was given to the extension of the Locum Clerk's and Deputy Clerk's service.

RESOLVED: PE38.01.01 that the report is received and noted

PE38.01.02 that Members extend the appointment of the Locum Clerk for a further three month period by means of an extension to the St Ives Town Council fixed term contract.

Chairman's
Initials

PE38.01.03 that the appointment be on a rolling contract basis with a one month notice period.

PE38.01.04 that the Deputy Town Clerk be granted flexible retirement employment from 1 April 2022 in order to complete several outstanding tasks and to assist the new Amenities Manager. The salary for the post to remain as existing.

PE38.02 **Grounds Maintenance Team**

Consideration was given to a report detailing a request for a reduction of hours from one GM operative and the recruitment of a full time grounds maintenance operative.

PE38.02.01 that the report and recommendation from the Amenities Committee meeting held on 23 March are received and noted

PE38.02.02 that the Committee confirm reduction of hours for the part-time grounds maintenance operative from 24.75 to 16.5 hours per week.

PE38.02.03 that a full time GM operative be engaged.

PE38.03 **Maternity Benefits**

Members were in receipt of report requesting that a member of the Norris Museum staff receive full maternity benefit as her appointment was delayed due to the Covid lockdown and she could not, therefore, fulfil the qualifying period of employment for maternity benefits.

RESOLVED: **PE38.03.01** that the report is received and noted

PE38.03.02 that the Committee agree to allow full maternity benefit be paid to the employee.

PE38.04 **Additional duties**

Consideration was given to a request for ex gratia payments from three members of staff.

RESOLVED: **PE38.04.01** that the report is received and noted

PE38.04.02 that three additional days of leave be awarded to four members of staff in the current leave year

PE38.04.03 that a review of office staff job descriptions and payscales be undertaken in the light of changes to the roles of staff members

PE39.00 **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: 13 June 2022

Chairman's
Initials

27/05/2022

St Ives Town Council Current Year

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Annual Budget - By Committee (Actual YTD Month 2)

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Council - Income	14,050	75,496	9,268	0	14,000	0	23,268	5,755	0	0	0
Expenditure	291,733	287,391	7,612	0	266,839	0	274,451	113,168	0	0	0
Net Income over Expenditure	<u>-277,683</u>	<u>-211,895</u>	<u>1,656</u>	<u>0</u>	<u>-252,839</u>	<u>0</u>	<u>-251,183</u>	<u>-107,413</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	942	0	0	0	0	0	570	0	0	0
less Transfer to EMR	0	37,447	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(277,683)</u>	<u>(248,400)</u>			<u>(252,839)</u>		<u>(251,183)</u>	<u>(106,842)</u>	<u>0</u>		
<u>Personnel</u>											
<u>200</u>	<u>Staff</u>										
5021	Health & Safety	500	35	0	0	500	0	500	0	0	0
5063	Training/Conferences	5,000	2,276	0	0	5,000	0	5,000	0	0	0
5301	Salaries	315,090	302,156	13,000	0	340,303	0	353,303	52,807	0	0
5303	LGPS Pension	58,200	56,605	0	0	61,000	0	61,000	7,832	0	0
5304	Inland Revenue PAYE Ees NICs	26,600	24,146	0	0	29,100	0	29,100	5,166	0	0
5306	HR support	3,780	3,438	0	0	3,780	0	3,780	0	0	0
5307	Staff Contingencies	15,000	19,649	0	0	15,000	0	15,000	10,955	0	0
Overhead Expenditure	424,170	408,305	13,000	0	454,683	0	467,683	76,761	0	0	0
Movement to/(from) Gen Reserve	<u>(424,170)</u>	<u>(408,305)</u>			<u>(454,683)</u>		<u>(467,683)</u>	<u>(76,761)</u>	<u>0</u>		
Personnel - Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	424,170	408,305	13,000	0	454,683	0	467,683	76,761	0	0	0
Movement to/(from) Gen Reserve	<u>(424,170)</u>	<u>(408,305)</u>			<u>(454,683)</u>		<u>(467,683)</u>	<u>(76,761)</u>	<u>0</u>		

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