



DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 23rd NOVEMBER 2020 AT 7PM – HELD REMOTELY USING ZOOM

Present: Councillors E Price (Chair), M Adams (Deputy), C Allford, J Hodgson, C Luker, P Paine, V Trow and B Piper

Apologies: None

In Attendance: C Marlton (Town Clerk), Shelly Poole as an external HR advisor (during confidential session), one member of the public.

1. APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Committee.

There were no apologies.

2. TO CONSIDER A REQUEST FROM FUNDING FROM THE CHAMBER OF COMMERCE.

The amount of £336 was **AGREED** to cover the insurance costs for the Town Lights.

The Town Council team were thanked for stepping in to arrange said insurance and therefore facilitate the lights going up.

Cllr Piper suggested that the Arts Working Group review the installation and insurance of the lights in early 2021 to ensure the Chamber have sufficient support next year.

3. TO CONSIDER A RESPONSE TO MINOR INJURY UNIT CLOSURES

The draft wording enclosed with the agenda was **AGREED**. The Clerk was asked to ensure that all Councillors are cc'ed into the response.

*The Committee **RESOLVED** to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

4. STAFFING UPDATE

To consider an update on the staffing restructure.

The documentation and verbal update from the Clerk was noted. The items raised by Cllr Luker and Cllr Adams was discussed and advice given by the HR advisor.

1. The following items were unanimously **AGREED** under delegated authority:
 - a) The staff consultation feedback was considered and noted.
 - b) To consider the internal interview panel for the Governance and Projects Manager – as Cllr Price, Shelley Poole and the Town Clerk.
 - c) The new current 2020/21 year staffing budget was approved (assuming the staffing restructure is ratified by Full Council). The significant underspend was noted.

- d) The previous year's staffing budget comparisons were noted. The new proposed structure will keep the staffing spend to around 40-45% of the precept which is significantly lower than previous years.
 - e) Staff will be offered a voucher from a local business for Christmas as an acknowledgement of how difficult 2020 has been. This is a one off gift for all staff at the same rate.
2. The following recommendations were unanimously **RECOMMENDED** to Full Council:
- a) The job descriptions and revised staffing structure should commence from January 2021, subject to minor amendments discussed by Council Matters.
 - b) The job share request for Administrator 2 should be ratified.
 - c) The Events Officer role be made redundant as of 20th December 2020 with some enhancement to final pay.
 - d) That pay protection be offered until 20th March 2021 for the two staff members impacted.
 - e) The internal promotion of the Governance and Projects Manager be agreed subject to the successful interview process.
 - f) That the Town Clerk is given delegated authority to make the pay offer for the Governance and Projects Manager within the salary scale identified.

5. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th December at 7.00pm.

Noted.

Catherine Marlton
Town Clerk