

Elloughton cum Brough Town Council

60 Welton Road, Brough, HU15 1BH

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Minutes of the **Extraordinary Personnel Committee** meeting held on **30 September 2019** in the **Committee Room**.

Committee Members Present: Cllr Brogden, Cllr S. Duckles, Cllr K. Muzaffar and Cllr Luckraft

Meeting Clerk: Tom Clay, Town Clerk

Minutes

Minute	Item
	<u>Procedural items</u>
PR16/1920	<p>Apologies Apologies were received from Councillor Rowe that she was unable to attend the meeting because of another engagement.</p> <p>RESOLVED: Committee accepted the apologies.</p>
PR17/1920	<p>Declarations of interest No declarations of interest in accordance with the requirements of the Localism Act 2011 were made.</p>
PR18/1920	<p>Minutes of the meeting held on 11 June 2019 Cllr Brogden proposed, seconded by Cllr Luckraft, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</p>
PR19/1920	<p>Minutes of the meeting held on 15 August 2019 Cllr Brogden proposed, seconded by Cllr Luckraft, that the minutes be accepted as a true and accurate record of the meeting.</p> <p>RESOLVED: Committee resolved to approve the minutes as a true and accurate record.</p>

	<u>Business items</u>																											
PR20/1920	<p>Administrative Assistant recruitment Committee noted that the recruitment of a new Administrative Assistant was successfully completed earlier in the month and the new postholder will take up the position in the week commencing Monday 28 October 2019.</p>																											
PR21/1920	<p>Budget for the 2020-21 financial year Councillor S. Duckles proposed, seconded by Councillor Luckraft, that the following personnel budget be recommended to the Finance and Strategic Planning Committee as part of the 2020-21 town council budget:</p> <table border="1"> <thead> <tr> <th>N/C</th> <th>Budget Line description</th> <th>Budget 2020-21</th> </tr> </thead> <tbody> <tr> <td>4000 (10/20)</td> <td>Salary (inc: NI/PAYE/Pension)</td> <td>78000</td> </tr> <tr> <td>4060</td> <td>Staff Other Expenses</td> <td>30</td> </tr> <tr> <td>4200</td> <td>Training Staff</td> <td>500</td> </tr> <tr> <td>4201</td> <td>Training Members</td> <td>870</td> </tr> <tr> <td>4230</td> <td>Member Travel & Costs</td> <td>100</td> </tr> <tr> <td>4335</td> <td>Office Testing H&S</td> <td>300</td> </tr> <tr> <td>4365</td> <td>Office Equipment</td> <td>1000</td> </tr> <tr> <td></td> <td>Total</td> <td>80800</td> </tr> </tbody> </table> <p>RESOLVED: Committee resolved the proposed budget above recommended to the Finance and Strategic Planning Committee.</p>	N/C	Budget Line description	Budget 2020-21	4000 (10/20)	Salary (inc: NI/PAYE/Pension)	78000	4060	Staff Other Expenses	30	4200	Training Staff	500	4201	Training Members	870	4230	Member Travel & Costs	100	4335	Office Testing H&S	300	4365	Office Equipment	1000		Total	80800
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PR22/1920	<p>Exclusion of the press and public Cllr S. Duckles proposed, seconded by Cllr Muzaffar, that due to the confidential nature, Committee should resolve to exclude the press and public from the meeting during consideration of the next two items in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p> <p>The next two items on the agenda can be treated as confidential because it relates to confidential staffing issues, such as, terms of service, contractual arrangements and the engagement of staff.</p> <p>RESOLVED: Committee resolved to exclude the press and public from the meeting.</p>																											
PR23/1920	<p>Town Clerk recruitment Committee noted that the Town Clerk has resigned and will be leaving to take up a new post on 2 January 2020.</p>																											

	<p>Councillor S. Duckles proposed, seconded by Councillor Luckraft, that the Committee approve, with some small changes including the addition of a presentation, the interview documents and a proposed timetable relating to the recruitment of a new Town Clerk.</p> <p>RESOLVED: Committee resolved that the Town Clerk be instructed to undertake the actions set out in the timeline and to make the alterations to the documents as required.</p>
PR24/1920	<p>Staff appraisals Committee received an update about staff appraisals and noted that apart from the need to buy new equipment for the Environmental Assistant there was no other matters arising.</p> <p>Committee noted that the Deputy Town Clerk has completed the 'Probationary Period' as outlined in the contract of employment and to consider any matters arising.</p>
<u>Next meeting</u>	
PR25/1920	<p>Date and time of the next meeting Committee noted that the next ordinary meeting will be held at 2.00 pm on Tuesday 14 January 2019 at the Town Council Office</p>

Meeting started at 10am and finished at 11:40am

Document published on 1 October 2019

Signed:

Print Name:

Print Position:

Date: