



# PORTISHEAD TOWN COUNCIL

THE FOLK HALL, 95 HIGH STREET, PORTISHEAD, BS20 6PR

TEL: 01275 847078 [www.portishead.gov.uk](http://www.portishead.gov.uk)

Chairman: Cllr. Paul Gardner Clerk: Martin Salisbury

## **NOTICE and SUMMONS to STAFFING & FINANCE COMMITTEE** **MEETING on WEDNESDAY 13 MAY at 7.30pm**

**To Members of the Staffing and Finance Committee:** Councillors Aldridge, Bull (Chairman), Gardner, Goddard (Vice Chair), Mason and Slatter.

**All Members of the Staffing and Finance Committee are summoned** to a meeting of the Committee to be held at **7.30pm on Wednesday 13<sup>th</sup> May 2020**. The meeting will be held remotely by video and audio conference using Microsoft Teams and is open to public participation.

The public internet link to join the meeting is available in electronic copies of this Agenda, that can be downloaded from the [News & Events Page](#) of the Portishead Town Council website at [www.portishead.gov.uk](http://www.portishead.gov.uk). On the News & Events page click on the meeting date in the calendar to access the details of the meeting, a copy of the Agenda and the joining link.

[Join Microsoft Teams Meeting](#) *(click this link to join via the internet)*

You can also participate by telephone using the phone number and conference ID below:

[+44 20 3787 4879](tel:+442037874879) United Kingdom, London (Toll) - Conference ID: 617 818 810#

Further instructions on how to join and participate in the remote meeting are also available on the news & events page for the meeting and at the end of this agenda.

**There will be a Public Participation session at the start of the meeting where comments can be made on Agenda items. After this point public participation may be muted to enable the efficient running of the meeting. Comments and questions can also be emailed to [clerk@portishead.gov.uk](mailto:clerk@portishead.gov.uk) in advance of the meeting.**

**The meeting will be recorded (audio and video) and the recording made available with the minutes of the meeting on the town council website.**

**All participants should mute microphones when not talking to enable the efficient running of the meeting.**

**By order of:**

*M Salisbury*

M Salisbury | Town Clerk | [Clerk@Portishead.gov.uk](mailto:Clerk@Portishead.gov.uk)

**7th April 2020**

# AGENDA

## This remote meeting will be recorded

**1. Apologies for absence**

To receive and accept apologies for absence

**2. To receive any declarations of interest and any requests for dispensations**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by Portishead Town Council's Code of Conduct, Standing Orders, and the Localism Act 2011

**3. Public Participation**

In accordance with Standing Orders, members of the public may make representations, ask questions, and give evidence in respect of any items of business included in the agenda. Each person will be limited to four minutes. This section of the meeting will not exceed thirty minutes.

To ensure the orderly running of the remote meeting, public participation to speak after this point may be muted.

**4. Confirmation of the minutes**

It is proposed that the draft minutes of the Staffing and Finance Committee meeting held on 22<sup>nd</sup> January 2020 are approved as a correct record of the meeting and signed by the Chairman.

**5. To receive a copy of the council's Financial Management Report for quarter 4 and the full year ended 31 March 2020.**

To consider and approve the draft Financial Management report to be signed by the Responsible Financial Officer.

**6. To receive a copy of the draft financial statements for the year ended 31 March 2020**

To consider and recommend to the Town Council that the financial statements are approved.

**7. Hall hire review**

To consider a report and recommendations for hall hires charges and conditions.

**8. Insurance Renewal**

Insurance renewal quotes have been received from Zurich and BHIB at prices of £4,853.68 and £4,826.20 respectively (although the latter was recently increased by c£300 to reflect claims made in respect of the Youth Centre and Covid-19 Business Interruption). Both policies provide equivalent cover although BHIB offers free access to Parish online worth around £1,200 p.a. The long-term agreement with Zurich also has a cancellation cost estimated at around £470.

**It is proposed to terminate the LTA with Zurich Insurance and enter into a new 3-year policy with BHIB due to the net financial benefit of c£730 in the first year and £1,200 thereafter.**

BHIB have also quoted for Cyber Insurance for an additional premium of c£300 p.a. that provides the following benefits.

#### WHY CHOOSE BHIB CYBER FOR COUNCILS?

We have developed a new product which will help you in the event of a cyber-attack. We can now provide tailored protection and peace of mind for Local Councils from the risks of cyber-attacks and any liabilities that arise due to a breach of privacy legislation (GDPR).

The policy provides:

- **£250,000 Limit of Indemnity**
- **E-Theft** (social engineering/ Funds Transfer) Extension of **£25,000**
- **10 free device licences** for award-winning endpoint protection **AVAST Antivirus Pro Plus** and cloud data backups (RRP £400per annum) which satisfies policy conditions

Our policy has a range of benefits that are **exclusive** to our **BHIB Cyber for Councils policy** including:

- **Free EOS data breach alert** and monitoring service.
- Premium of **£299.99 including Insurance Premium Tax**
- Small councils can work in partnership and have a **joint policy** with **up to 3 other councils** to split the cost and share the 10 free Avast business Pro Plus device licences.
- **Free 1 Hour cyber/GDPR consultation** with compliance expert (who has experience as a councillor) to give advice and guidance. Further consultancy available at extra cost.

**It is proposed to purchase cyber insurance cover at an additional cost of £299.99 per annum, insurance to be considered for renewal on an annual basis.**

#### 9. Staff Overtime, TOIL and holiday balances

The PTC Covid-19 community response has necessitated the working of a significant amount of additional and anti-social hours by PTC office staff. To remunerate staff and bring accumulated hours to a sustainable position at the end of April 2020 it is proposed that part of the additional accumulated hours at paid off, at 2019-20 pay rates in May 2020.

To receive and consider a proposed and updated policy to deal with accumulated Holiday and TOIL (Time Off in Lieu) balances and to make additional payments to staff in the May payroll at an additional cost to PTC of £4,409.

#### 10. Employer Pension Contribution for 2020-21

It is reported that the Avon Pension Fund Employer contribution rate as been set at 23.2% of pay for 2020-21. This represents an increase of 4.5% on the rate of 18.7% in force for 2019-20. The additional pay bill cost to the Council for 2020-21 is estimated at £6,000 p.a.

#### 11. Employee Pay Increase for 2020-21

To receive a letter dated 16 April 2020, in connection with the NJC employer final pay offer for 2020-21.

Although this offer is not agreed by the Trade Union side. **It is proposed that PTC applies a 2.75% increment to staff salaries, backdated to 1 April 2020, which is consistent with the final employer offer. Additionally, PTC harmonises minimum annual holiday entitlement for all staff to 21 days basis holiday and 2 additional public holiday days in total 23 days holiday (excluding statutory public holidays).**

#### 12. Date of the next meeting

It is proposed to cancel the next scheduled meeting of the Staff & Finance Committee on 27 May. The meeting schedule for the 2020-21 year will be considered at the next Town Council Meeting expected to be held on 20 May or 27 May.

*End*