



Minutes of Staffing & Finance Committee Meeting Wednesday 15 March 2023 at 8.15pm

Attending in person: Councillors R Bull (Chairman), P Gardner (Vice Chairman)
B Aldridge, N Holland, T Slatter, P Sterndale.

Also attending: Councillor S Mason (in person)
Councillor J Davey (in person)

Officers in person: W. Coulter-Woodman (Town Clerk) (Taking the minutes)

Officers Online: R Johnson (Responsible Financial Officer)

Members of Public: None

SF747 Chairman's welcome

Councillor R Bull welcomed everyone.

SF748 Apologies for absence

There were no apologies for absence.

SF749 Declaration of Councillors' interests and requests for dispensations (exemptions)

There were no interests declared or dispensation requests received.

SF750 Public participation relating to meeting agenda items

There were no Members of the Public present.

SF751 Minutes of the last meeting

The Minutes of the last Staffing & Finance committee meeting held on 15th December 2022 were proposed by Councillor B Aldridge and seconded by Councillor T Slatter as a correct record. A vote was taken which was unanimous.

RESOLVED: That the Chairman of the Committee sign the minutes of the 15th December 2022 as a correct record.

SF752 Chairmans Verbal Update

6.1 Year End 2022/2023

Councillor Bull explained that the final figures for the Year End 2022/2023 were not yet ready. However, an update would be presented at the Council meeting on 12 April 2023.

SF753 Wellbeing Budget

Members noted that the Wellbeing Co-ordinator, the post which is funded by North Somerset Council, had requested a small budget to assist with the facilitation of small 'Wellbeing' events.

Members considered the request. There was some uncertainty as to what the money was being requested for and it was decided that there was insufficient information. It was requested that the item be brought back to full Council on 12 April 2023, with more detailed information.

SF754 Finance

Members were requested to:

- i) To receive and approve the list of payments totalling £59,995 made in February 2023 (3 papers)
- ii) To receive, approve and sign the Bank reconciliation statements for February 2023 (4 papers)
- iii) To receive and consider the summary and detailed Income & Expenditure statements for February 2023 (2 papers)
- iv) To receive and note the additions to the Fixed Asset Register for 2022-23
- v) To receive and approve any recommendations for movement to Earmarked Reserves at financial year end and any Virements to the budget in 2022-23.
- vi) To note that the Monmouthshire Building society Accounts have now been closed
- vii) To note and approve the Churches, Charities & Local Authorities (CCLA) Investment Management Limited, signatories as Councillors P Sterndale, R Bull, S Mason and P Gardner.

It was proposed by Councillor T Slatter and seconded by Councillor P Gardner that the payments totalling £59,995 in February be approved, the Bank Reconciliations be noted, the Income and Expenditure statements be noted, the Fixed asset register for 2022.2023 be noted, the movement to Earmarked Reserves and Virements be approved, the closure of the Monmouthshire Building Society Account be noted and the signatories for the CCLA as Councillors P Sterndale, R Bull, S Mason and P Gardner be approved.

A vote was taken which was unanimous in favour.

RESOLVED: that the payments totalling £59,995 in February be approved, the Bank Reconciliations be noted, the Income and Expenditure statements be noted, the Fixed asset register for 2022.2023 be noted, the movement to Earmarked Reserves and Virements be approved, the closure of the Monmouthshire Building Society Account be noted and the signatories for the CCLA as Councillors P Sterndale, R Bull, S Mason and P Gardner be approved.

Thanks was passed to the Responsible Financial Officer for setting up the new investment account with CCLA.

SF756 Date of the next meeting

It was noted that next meeting of the Staffing and Finance Committee would take place on Wednesday 21st June 2023 at 7.30pm.

SF757 Exclusion of the Public and Press

Under the Public Bodies (Admissions to Meetings) Act 1960 Members of the public and press are required to leave the meeting at items 11 and 12 due to the items being confidential matters – contractual staffing costs and confidential staffing matters.

It was proposed by Councillor T Slatter and seconded by Councillor B Aldridge that the public and press leave the meeting due items 11 and 12 being confidential matters – contractual staffing costs and confidential staffing matters.

A vote was taken which was unanimous in favour.

Resolved: that the public and press leave the meeting due items 11 and 12 being confidential matters – contractual staffing costs and confidential staffing matters.

SF758 Contractual Staffing Matters

Members considered the extension of a staff contract. It was noted that the role had changed since the post holder had originally been contracted. There was some concern as to who should be paying

for and supporting the services provided, whether it should be the Town Council or outside organisations and charities.

It was agreed that the job description needed to be updated and the role needed to be monitored. Councillors were concerned that they did not know what the postholder was doing and regular reporting was required.

Members pointed out that the role that was being carried out was vital in the current climate with the Cost-of-Living Crisis and the provision of a Sign-posting service to prevent members of the Portishead Community falling through the net and being unable to receive the help and support they need.

It was suggested that a regular monthly report be submitted to the Community Matters Committee. Also, mentoring and guidance from a member of staff to ensure that the services being carried out were in line with the Town Councils objectives.

It was proposed by Councillor P Gardner that the Contract for the Community Sign-poster be extended for a further six months with a proviso that we provide a line-manager/mentor to provide guidance on priorities for the role and agree with the Town Council what the roles and responsibilities are. This is to be reviewed by the Community Matters Committee and the Community Matters Committee will receive regular reporting to ensure real work problems are being dealt with so that we are clear about the value of the role. After 3 months the role will be reviewed. This was seconded by Councillor B Aldridge.

A vote was taken which was unanimous.

RESOLVED: that the Contract for the Community Sign-poster be extended for a further six months with a proviso that we provide a line-manager/mentor to provide guidance on priorities for the role and agree with the Town Council what the roles and responsibilities are. This is to be reviewed by the Community Matters Committee and the Community Matters Committee will receive regular reporting to ensure real work problems are being dealt with so that we are clear about the value of the role. After 3 months the role will be reviewed.

SF759

Staff Cost Calculations

Members received and approved the staff cost calculations for 2023/2024 which was sent under separate cover for Town Councillors only.

The Chairman closed the meeting at 9.20pm.

Signed: *J. Davey*

Date: *21st June 2023*

Chairman of the Staffing and Finance Committee

