



Brixham Town Council

Minutes of the Meeting of the Finance and General Purposes Committee held on 16th March 2022 at Brixham Town Hall at 6.00pm

Present	Cllrs Haddock, Okurut and Regan
In attendance	Tracy Hallett, Town Clerk
Welcome	Cllr Haddock opened the meeting
Members of the Public	No members of the public were in attendance

22031	Apologies for absence through the Clerk Apologies received from Cllrs Addison, Blackmore, Massey and Swain.
22032	Declarations of Interest None.
22033	Minutes The minutes of the F&GP on 16.02.22 was resolved and signed as a correct record.
22034	Accounts for Payment Members considered the accounts paid by BACS and agreed the accounts to be paid as set out in the Expenditure Transaction Approval Lists. It was resolved to approve the expenditure list.
22035	Income Members noted the Income Transaction Approval List for the period ending 10 th March 2022. Councillors thanked Staff for their hard work on hiring rooms at the Town Hall.
22036	Bank Mandates Ex Councillors / employee have been removed from the Lloyds bank account. Existing signatories have been asked to complete a form online requesting online access. Cllr Regan has completed hers and we are awaiting Cllrs Massey and Addison to complete theirs prior to the other existing signatories signing the forms and submitting to Lloyds. New mandates for all bank accounts had been completed for the additional Councillor signatories as well as the Lloyds Bank online access for the Deputy Town Clerk.

Once complete the Bank Signatories for all accounts will be: Cllrs Massey, Regan, Addison, Haddock, Okurut and Swain.

The Town Clerk is a counter signatory on all accounts and the Deputy Town Clerk will be a delegate for online access with Lloyds Bank. This will enable the Council to revert back to online payments, following the Councils adopted internal financial controls.

22037

Personnel

Staffing Structure

The Town Clerk advised that she had had a meeting with Cllr Haddock to discuss the staffing structure, following the unsuccessful advert to recruit a Facilities Manager. The discussions included changing the staffing structure as follows:

- Promoting the Admin Assistant to Office Manager who will also be responsible for Line Management of two staff
- Renaming the Facilities Manager to Town Hall Caretaker and reducing the hours to 25 per week. This will enable the Council to consider a further part time position at a later stage and as the Town Hall weekend hiring increases, providing caretaking cover over 7 days a week.

It was noted that the above changes would have to work within the 2022/23 adopted staff salary budget.

Members considered the changes and **resolved** that:

- The Facilities Manager should be renamed as Town Hall Caretaker on a scale point of SCP04, based on 25 hours per week.
- The Admin Assistant should be promoted to Office Manager on a scale point of SCP12 and the duties include Line Manager to the Town Hall Caretaker and the Community Engagement Assistant

Cllr Swain entered the chamber.

Statement of Particulars

Members were advised that the Town Clerk had approached South West Councils for advice and reported that the general rule is 3 months for senior staff and one month for all others, which is in line with the Town Council's current arrangements.

Members were further advised that whilst it was unusual to have more than a month for admin staff and grounds staff, there were no legal restrictions.

It was **resolved** that all Statements of Particulars should be:

One month or more but less than 2 years	One month
Two years or more but less than 12 years	One additional week for each year of continuous service
Twelve years or more	Three months

	<p>The Town Clerk questioned if this was for all staff or staff excluding senior staff and Members resolved that this should be for all staff.</p> <p><u>Local Government Services Pay Agreement 2021/22</u> Members noted the pay agreement and were advised that two ex-employees had been in contact requesting their back pay. In accordance with the recommendations from NALC, payroll had been instructed to pay the backpay.</p> <p>The Town Clerk also advised that one ex-employee, who owed the Town Council monies for a course, had been advised that the back pay would be offset against the amount owed. An invoice had been issued for the balance which had been paid in full.</p>	
22038	<p>Grants The end of grant returns were noted.</p>	
22039	<p>Policies Members considered the draft Code of Conduct. It was resolved to recommend to Full Council that this Code of Conduct is adopted.</p>	
22040	<p>Date of Next Meeting The next meeting is scheduled for 13th April at 6pm.</p>	
22041	<p>Items for future agenda Each Councillor is requested to use this opportunity to raise items for future agendas, giving details of why the Council should consider the item.</p>	
Item	Reason	Proposed by
Social Media	How to improve the Councils social media presence and introduce more relevant formats. (C&E)	Cllr Okurut

The meeting closed at 19:28

Chairperson Date.....