

Agenda No 3

A meeting of the Resources Committee was held on Tuesday 11th June 2019 in the Council Chamber, Council Offices, North Street, Ilminster starting at 19:30hrs

Present

Chair: Cllr J Dewick

Councillors: Cllr P Burton, Cllr M Gunn, Cllr M James, Cllr V Keitch, Cllr S Shepherd and Cllr F White

In attendance

Officers: Miss J Norris (Town Clerk)

Councillors: Cllr A Shearman and Cllr L Wilcock

1 member of the public was present at the meeting

R229 Apologies for absence

All members of the committee were present so there were no apologies.

R230 Declarations of Interest

No Declarations of Interest were made in respect of any items on the agenda.

R231 Minutes

a) The minutes of the Resources meeting held on 12th February 2019 were considered.

RESOLVED that the minutes of the Resources Committee held on 12th February 2019 be confirmed as a correct record

b) Office Action List regarding the Resources Committee. –
There were no items outstanding on the action list.

R232 Police Report

This agenda item provides an opportunity for the Police to report on any matters relevant to policing in Ilminster. There was no written police report nor were any items raised.

R233 Financial Monitoring.

Information about the Resources Committee income, expenditure and commitments compared with the 2019/20 budget was considered.

Issues raised during discussion of this agenda item included:

- Members training; the budget for this was increased for 2019/20 to reflect the need for training new Councillors following the May 2019 elections
- Civic expenses (budget 369) and Miscellaneous (budget 379), a breakdown income and expenditure for these budgets was requested

RESOLVED to note the report

R234 2019-2020 New Pay Scales

From 1 April 2019, the National Joint Council (NJC) has agreed a revised spinal point system and associated salaries. Ilminster Town Council employees are employed based upon NJC terms and conditions. The Committee was requested to formally note the implementation of the pay scales and salaries with effect from 1 April 2019.

RESOLVED to note the implementation of the revised NJC pay scales and salaries with effect from 1 April 2019 for Ilminster town Council staff.

R235 Staff Recruitment - Confirmation of Salary Range

Consideration was given to the salary range for the Grounds Manager; Assistant Grounds Manager; Deputy Clerk and Administration Officer

Issues discussed during consideration of this agenda item included:

- It is important to recompense for the level of responsibility
- Responsibilities of the Responsible Financial Officer and who will undertake those duties in the future

RESOLVED

- (I) That it is confirmed that the Salary Scale Points for the Grounds Manager post are 19-22 salary range £24,799 - £26,317
- (II) That the salary scale points and salary ranges are agreed as follows:

Assistant Grounds Manager	SCP 5-8	£18,795 - £19,945
Deputy Clerk	SCP 19-22	£24,799 – £26,317
Administration Officer	SCP 5-8	£18,795 - £19,945

R236 Staffing Update

The Town Clerk reported on general staffing matters which included:

- The new Grounds Manager has started
- The office continued to be busy, recent major tasks had included providing the information needed for audit, arranging training for Councillors and organising the scarecrow competition
- The Admin Officer (Support) had submitted her resignation and would be leaving at the end of June 2019.
- The Temporary Admin Officer was looking for full time permanent employment
- An enquiry had been made as to the possibility of a staff member becoming a retained fire fighter

RESOLVED

- (i) To note the report
- (ii) To invite the Fire Service to attend a future Committee Meeting to discuss the impact having a retained firefighter on staff would have on the workplace

R237 Exclusion of Press and Public

Consideration was given to taking Agenda item 10 Existing Staff - Salary Range without members of the public and press present, due to the confidential nature of the business to be transacted i.e. personal information

RESOLVED that Agenda item 10 Existing Staff - Salary Range be taken without members of the public and press present, due to the confidential nature of the business to be transacted i.e. personal information

R238 Existing Staff - Salary Range

Consideration was given to the salary range of existing staff who were appointed on a fixed scale point, in accordance with their conditions of employment which specified that the scale point would be reviewed annually on the anniversary of their appointment.

RESOLVED that there is no change to the salary point for existing staff on a fixed scale point.

The meeting closed 20.16hrs

DRAFT