

Minutes of the Fremington Parish Council Finance and Personnel Committee meeting held on Thursday, 24th September 2020 at 10.30am via Zoom.

Present: Cllrs, F Biederman (Chairman), I Crawford (Vice Chairman), L Goodger, S Kingdom and I Capon.
Mrs V Woodhouse, Executive Officer.

Cllr Crawford opened the meeting as Vice-Chairman and called for nominations for Chairman.

2009/35 **Election of Chairman**

Cllr Goodger nominated Cllr Biederman seconded by Cllr Kingdom.

After being nominated by Cllr Kingdom Cllr Goodger did not feel it was appropriate for her to stand as Chairman at this time.

Cllr Crawford nominated Cllr Capon seconded by Cllr Capon.

When put to the vote the vote was 3.2 in favour of Cllr Biederman it was therefore **resolved** to elect Cllr Biederman as Chairman of the Finance and Personnel Committee.

Cllr Biederman took the Chair.

2009/36 **Apologies for Absence**
None.

2009/37 **Declarations of Interest**
None.

2009/38 **Public Participation**
None.

2009/39 **To approve and sign the Minutes of the Finance and Personnel Committee Meeting held on Thursday 30th July 2020 as a correct record**

Copies had already been circulated to all Members. It was **resolved**, with no votes to the contrary, to approve the Minutes of the meeting held on 30th July 2020 as a correct record.

Cllr Crawford asked for clarification on the training that had been agreed, it was noted that this was being pursued with DALC.

2009/40 **Staff Salaries - To approve staff salaries for the months of August & September 2020**

It was **resolved** to approve the staff salaries, expenses, PAYE/NI and pension payments for the months of August & September 2020.

2009/41 **Accounts Due for Payment and Receipts for the period from the 29th July to 22nd September 2020**
 Members were informed that a COVID-19 grant of £2,500 had been secured for the Beechfield Centre. Members were further informed that the grant could only be spent on the Beechfield Centre and would be used to replace the income that had been lost due to the pandemic. The Committee expressed its thanks to the Officers for all their work in securing the grant.

Members were informed that the sale of 12 Higher Road had been completed and payments 307, 308 and 309 were expenses related with the sale, however, final utility bills had not yet been received.

It was **resolved**, with no votes to the contrary, to approve the payments totalling £45,051.57 and receipts totalling £82,773.86, copies of which are attached to these minutes as Appendix One.

2009/42 It was **resolved** that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of confidential information.

PART B Sale of 12 Higher Road

Members were informed that the sale of the former Parish Council Offices at 12 Higher Road had been completed. It was **resolved**, with no votes to the contrary, to note the information and associated costs to date. The Committee expressed its thanks to the officers for all the time they had spent in relation to the sale.

2009/43 **Recruitment**

a) To consider and agree Job Description for Amenities Operative
 Members were informed that through the staff review the Committee had agreed to a full-time Amenities Operative, however, the Executive and Deputy Executive Officer felt that consideration should be given to two part-time positions for a Facilities and Amenities Operative which would provide cover during periods of annual leave and sickness. The proposed job descriptions, along with costings, for these positions were presented to members for consideration.

Cllr Kingdom raised concerns about two-part time positions and the sharing of a vehicle she felt that one full-time or near to full-time position would attract a higher calibre of applicant. Cllr Capon felt the job descriptions were not specific enough and felt that the person specification would define whether the Parish Council was looking for someone that can fulfil the roles as required or just be a handyperson. Cllr Biederman felt that it would be a good idea to have two positions which allowed for cover and stated that sometimes so of the tasks require two people.

Several options for splitting of the job were discussed, however, members had not recently received a copy of the original agreed job description and person specification and it was resolved, with no votes to the contrary, to adjourn the meeting to allow the Executive Officer to circulate the original job description and person specification and reconvene the meeting on Tuesday 29th September 2020 at 11.30am.

The meeting was adjourned at 11.30am.

The meeting reconvened at 11.30am on Thursday 29th September 2020.

Present: Cllrs F Biederman (Chairman), I Crawford, L Goodger, and S Kingdom
Mrs V Woodhouse, Executive Officer

Apologies Cllr I Capon

Cllr Biederman felt that the job descriptions were well written, comprehensive and allowed for the flexibility within the roles, he would like to see the addition of working with volunteer groups within the parish and proposed that, with this addition, the Committee looks to recruit two positions one on around 30/35 hours and the other on around 10/12 hours. Cllr Biederman further explained that the Committee could recruit the 30/35-hour position first and then look to recruit the second position in six months' time and subject to workload or look to increase the hours for the first position for the right candidate.

Cllr Kingdom felt that 30 hours was still closer to part-time than full-time and would like to see recruitment on a 35hour position but agreed that a review in six months would be beneficial this would also prevent the office staff from having to induct and train two positions at once.

Cllr Crawford agreed with this approach but felt the title for the position should be "Maintenance and Amenities Operative".

Members discussed the job descriptions, hours and draft costings for several options. The Executive Officer informed members that Cllr Capon had submitted comments, these comments were relayed to the Committee and it was noted that most of the comments had been covered within the discussions that had taken place.

After discussion it was **resolved**, with no votes to the contrary, to:

- Advertise a position of up to 35 hours with flexibility for the right candidate.
- To proceed with the original job description for the Amenities Operative.
- To add a line in the job description to work with volunteers/volunteer groups within the community where appropriate to provide a clean and attractive environment in the parish.
- To amend the job title to Maintenance and Amenities Operative.

- To review in six months' time with a view to recruiting a part-time position if there is sufficient work and to ensure there is budgetary provision for this in the 2021-2022 budgets.

It was noted that the Committee had approved the purchase of a vehicle and allowed budgetary provision of up to £5,000 and this item would only need to be brought back to Committee if the purchase was going to exceed the budgeted amount. The aspiration of an electric vehicle for the position was raised but it was noted that the cost was likely to be prohibitive.

b) To consider commencement of recruitment process in line with the Parish Council's adopted Recruitment and Selection Policy.

It was **resolved**, with no votes to the contrary, to commence the recruitment process in line with the Parish Council's adopted Recruitment and Selection policy, it was agreed that the interview panel would consist of the Executive and Deputy Executive Officers and Cllr Biederman as Chairman of the Committee. It was further agreed to advertise the position on the Parish Council's social media and website and the Indeed website.

2009/44 **National Pay Award**

Members were informed that the national pay award had been agreed at 2.75% from the 1st April 2020. It was **resolved**, with no votes to the contrary, to note that the pay award.

Cllr Biederman thanked the staff for all their efforts especially through the pandemic.

Meeting ended at 12.07pm

Signed: Dated.....