



Wivenhoe Town Council

MINUTES of the Personnel and Finance Committee meeting held in the Wyvern Room, WLH on Wednesday 11th October 2023 at 7.30pm **CHAIR APPROVED**

Present: Cllr Multon (Opening Chair) Cllr Guy (Chair after elected), Cllr Boughton, Cllr Aldis, Cllr Burke, Cllr Hutchings, Cllr Hailes-Morley, J Beighton-Emms (TC), M Howard (Accountant) & E Buckley (RFO)

10.11/01 Apologies for absence: Cllr Wenaden. No apologies received for Cllr Widgery.

10.11/02 Election of Chair and Deputy: Cllr Multon gave all members time to raise interest and discuss the position, Cllr Guy put himself forward for the role. Cllr Multon proposed that Cllr Guy was Personnel and Finance Chair, this was seconded by Cllr Aldis with all in favour. Cllr Guy now chaired the meeting.

It was proposed by Cllr Burke that Cllr Multon be the deputy chair, this was seconded by Cllr Hutchings with all in favour.

10.11/03 Minutes of the previous meeting: Cllr Guy noted that in the minutes, item 08.06/04 - terms of reference was deferred to the next meeting but not on the agenda. This is to be placed on the agenda for the next committee meeting. Approval of the minutes for the Personnel and Finance Committee meeting held on 8 June 2023 was proposed by Cllr Guy and seconded by Cllr Multon as an accurate record of proceedings, with all who attended in favour.

10.11/04 Declarations of interest: None.

10.11/05 Update on Staff Vacancy, Cleaner and Temporary Employees: TC discussed the vacancy being open for 4 years. The role has not been filled due to covid and the office closure, but cover is required due to the increased workload of current staff. RFO to look at the staffing budget for the next meeting. Discussions about what skills would be needed and a job description is to be completed for the position. Talks about the current opening hours of the office and if these need to be changed, the TC will look into and trial if different opening hours are required.

A cleaner is required for the office. Hours to be confirmed but initial thoughts are between 4-5 hours per week. TJ is reliable, TC to contact TJ to discuss additional hours for this role.

Temporary staff have been required this year due to increased workload, the current member is hardworking and reliable. KB is still on a temporary contract and TC requires this to be kept, the workload is lower in the winter months, by keeping this contract open any work can be offered when required by the council.

10.11/06 To discuss Funding Officer Role: The funding group interviewed two candidates for the position. Both candidates received positive feedback. Discussions were had about the role and the outcomes expected from the Council. The role is to be reviewed in six months and a decision based on the grants/funding received will be made, to determine if the role is to continue. This role needs to be beneficial to the council but also if the candidate exceeds expectations, then possible increase in hours could be discussed for the future. The role is 24 hours per month, at a self-employed rate SCP16, £13.70. The role would need to be flexible, allowing the candidate to manage their own hours and weekly

workload. The Councillors would need to work with the candidate, to enable them to apply for funds which are useful and required. At the recommendation of the Funding Group Cllr Multon proposed the chosen candidate to be appointed for the role, this was seconded by Cllr Burke with all in favour. TC to contact the chosen candidate and confirm the appointment.

10.11/07 To discuss equipment required by staff: Equipment required for staff was discussed to help with the heavy lifting. RFO had discussed the original request of a Tail Lift with AH and this may not be the best option and a trailer had been previously mentioned. The committee discussed the pros and cons of the vehicle's maintenance compared to purchasing new vehicles and the suitability of the electric vehicles which are currently on the market. TC to speak to AH & JY about the requirements and RFO to look at budget available and report back at the next meeting.

10.11/08 RFO's Update on Current Financial Position & Budget: The period end report was considered by the committee (Appendix A). An estimated underspend of £43,835.34, is mainly due to greater income received in the first half of the year, than the original budgeted figures. This is to be reviewed as part of the year-end review and next year's budget preparation. EMR are to be reviewed and the council needs to consider any future plans and capital projects. Funding officer to be included to see if any funding is available for specific projects.

10.11/09 Update on Office & Yard Project: The current final account figure has now been agreed at £598,800, including a compromise over the extension of time claims. As per Appendix A, this is a total overspend of £65,732.50 for the project. MH will produce a report on the breakdown of the overspend for publication. After deductions from the EMR, a total of £25,945 is required, this will be reviewed and decided as part of the year end process. The overspend is due to improved energy efficiency and unforeseen upgrades required to utilities in the building.

10.11/10 To discuss the current cashflow position and future investments/savings accounts for the Councils funds: A draft cashflow sheet was considered by the committee. It is predicted that the EMR funds will be held in the Unity bank account, which currently has the highest interest rate. Any funds held in the NSI account is 100% protected, although the interest rate is low at 0.85%. Once the signatory list has been updated, the RFO will transfer £14,000 to the co-op savings account and leave a balance of £381.36 in this account, this gives the council the option to transfer back into this account in future should the rates improve. Work needs to be completed on the EMR and a future finance/capital plan for the council.

10.11/11 Update on Photocopier Contract for the Office: RFO reported that the current copier is 7 years old and needs to be updated. Quotes have been received from two companies and the best value for money was with the current supplier Sharprint. Customer service has always been exceeded and toner recycling is a benefit for the green requirements of the council. The contract will run for 60 months at the price of £58.24 monthly, this includes toners and servicing. Sharprint matched a quote for the print costs of £0.0029p (B&W) and £0.029p (colour). The old copier was discussed, concerns were raised about the data on the hard drive. RFO to contact Sharprint to see if clearing this occurs any extra costs. Cllr Burke proposed that the new contract be taken to FTC for approval, this was seconded by Cllr Aldis with all in favour.

10.11/12 To update on the Skatepark Project: No update from the contractor. RFO/TC to chase.

10.11/13 Community Fund: An application from Off the Rails was received. This was discussed by the committee, which decided that it did not meet the policy criteria. The reason being that the platform is



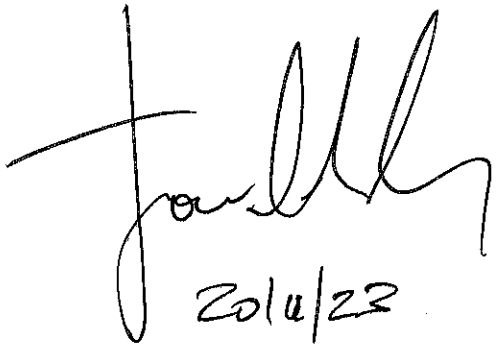
not accessible to the whole community and supporting local artists would be supporting individuals for business projects. RFO to inform the group of this decision.

10.11/14 Date of Next Meeting: Wednesday 15th November 2023. With Part B items for Personnel.

10.11/15 Exclusion of Press and Public: None

The meeting was closed at 21:07

Appendix A – Period End Report



20/11/23