



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Finance & Personnel Sub-Committee held on Tuesday 2nd February 2021 at 7.00pm

The meeting was conducted on-line in accordance with
[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Present: Councillors C Bartrum (Chairman), L Stark, and P Symonds

In attendance: Mrs S Robson – Town Clerk

There were no members of the public and no members of the press present.

The meeting commenced at 7.04pm

FP21/02#01 Apologies for Absence

[Local Government Act 1972 s85 \(1\)](#)

No apologies received

Absent: Councillors Ciolte, Fowler, Utting and Winder

FP21/02#02 Declarations of Interest

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

None

FP21/02#03 Dispensations

None

FP21/02#04 Public Participation

[Standing Orders Clause 3 \(e, f, g & h\)](#)

There were no members of the public present.

FP21/02#05 To resolve to exclude members of the press and public

[Public Bodies \(Admission to Meetings\) Act 1960](#)

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Stark

Seconded: Councillor Symonds

Unanimous

RESOLVED – that agenda item FP21/02#13 - ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP21/02#06 Finance & Personnel Sub-Committee Meeting Minutes

[LGA 1972, Sch 12 para41 \(1\).](#)

To confirm and sign the minutes of the previous ordinary meeting of the Finance & Personnel Sub-Committee held on Tuesday 8th December 2020.

RESOLVED – that the minutes of the previous ordinary meeting of the Finance & Personnel Sub-Committee held on Tuesday 8th December 2020 be signed as a correct record in due course.

FP21/02#07

Action Review Summary – to receive and review outstanding actions

- The Clerk circulated the findings following investigations with the other market towns in the County after the review of the Mayor's Allowance Policy. After some discussion there was agreement not to take further action and to confirm the existing policy should remain as is.

RESOLVED – to receive and note the report.

FP21/02#08 Committee Clerk's Report - to receive and note update from Town Clerk

- Investigations with HC on their policy for investments revealed the interest rates received on its money market funds reflected those of this Council.

RESOLVED – to receive and note the report.

FP21/02#09 Finance

- i) To receive and note the Committee's year to date expenditure and income

Noted

- ii) To receive and note the Council's Bank balances and review the balances of general and earmarked reserves

Noted

FP21/02#10 Policies

- i) To review the Council's policy on the following;
Financial Reserves - last reviewed September 2019
LGPS Discretions Policy – last reviewed June 2019

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to approve the proposed amendments to the policies with immediate effect.

- ii) To approve deleting the Council's stand-alone policy on Lone Working due to the duplication in the Health & Safety Handbook.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Stark

RESOLVED – to agree to delete the stand- alone policy on the basis of the duplication.

FP21/02#11 Fixed Assets

To receive and note the written report on Fixed Assets and consider and approve the updated register of Assets for Financial Year 2021/21 (subject to any other additions in the months to year end).

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Stark

RESOLVED – to receive and note the report and approve the updated figures within the Register for the Financial Year 20/21 subject to any further additions this year.

FP21/02#12 To confirm date of next scheduled meeting and propose items for consideration.

Tuesday 13th April 2021

There were no items proposed for the agenda

FP21/02#13 In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item. (Item FP21/02 # 05 above refers)

Staff in Confidence - Staffing Update

i) To receive a verbal report on a number of Staff Updates.

The Sub Committee was appraised of the decision taken by CMT for the recruitment process for the Market House assistants posts.

ii) To accept resignation letter from the Projects Officer effective 30th June 2021.

The Sub-Committee noted the resignation.

iii) To discuss Council’s administrative resources and consider future options.

The Clerk was tasked with working with HALC in conjunction with Cllr Utting to look at proposals to restructure the Council’s admin team and bring back a report to an extra-ordinary sub-committee meeting at a date to be agreed.

iv) To discuss options for the Digital and Social Media Marketing and Events Co-ordinator temporary fixed term contract (due to end 18th April 2021).

The Sub-Committee was updated on progress to date and accepted the recommendation from the CMT Sub-Committee Chairman. It was resolved to offer the incumbent a permanent position effective 19th April 2021 with the same terms as the temporary position. A suggestion to change the name of the position was approved for which authority was given to the Clerk in consultation with the post holder.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Stark

RESOLVED – to note and accept the reports and confirm the permanent appointment of Digital and Social Media Marketing and Events Co-ordinator.

There being no further business the meeting closed at 8.25pm

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the extra-ordinary meeting of the Finance & Personnel Sub-Committee held on Tuesday 30th March 2021 at 7.00pm

The meeting was conducted on-line in accordance with
[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Present: Councillors C Bartrum (Chairman), L Stark, and P Symonds

Ex Officio: Councillor J Utting

Substitute Members: Councillors D Lister and E O'Driscoll

In attendance: Mrs S Robson – Town Clerk

There were no members of the public and no members of the press present.

FP21/03#14

Apologies for Absence

[Local Government Act 1972 s85 \(1\)](#)

No apologies received

Absent: Councillors Ciolte, Fowler, and Winder

FP21/03#15

Declarations of Interest

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

None

FP21/03#16

Dispensations

None

FP21/03#17

Public Participation

[Standing Orders Clause 3 \(e, f, g & h\)](#)

There were no members of the public present.

FP21/03#18

To resolve to exclude members of the press and public

[Public Bodies \(Admission to Meetings\) Act 1960](#)

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor O'Driscoll

RESOLVED – that agenda item FP21/03#19 - 'Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP21/03#19 In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item.
(Item FP21/03 # 05 above refers)
Staff in Confidence - Staffing Update

- i) To consider and approve recommendation from the Community, Markets & Tourism Sub Committee [CM&T21/03#28]**

RESOLVED: to recommend to the Finance and Personnel Sub-Committee to make the Market House Assistant's post a permanent, seasonal position.

It was noted this had proved a popular initiative last year, which had been widely applauded.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Stark

RESOLVED: to confirm the Market House Assistant's post as a permanent, seasonal position on a minimum weekly contract of 15 hours between April - September.

- ii) To receive and consider written report regarding changes to the Council's staffing structure and the sub-committee rationalisation for recommendation to the April Management Committee.**

There was a lengthy discussion about the proposals which had been formulated as a result of work done informally through the Focus Group.

An executive summary would be circulated to members of the Management Committee along with information about the options considered.

Proposed: Councillor O'Driscoll
For: 4 Against : 2

Seconded: Councillor Symonds

RESOLVED – to receive, note and accept the written report and make a recommendation to the Management Committee to accept the proposals.

There being no further business the meeting closed at 8.20pm

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the extra-ordinary meeting of the Personnel Sub-Committee held on Monday 14th June 2021 at 6.30pm

at the Paxton Hall, The Larruperz Centre, Grammar School Close, Ross-on-Wye. HR9 7QD

Present: Councillor J Roberts – Chairman
Councillors C Bartrum, B Pope, M Setchfield, and L Stark.

In attendance: Sarah Robson – Town Clerk and Councillor D Ciolte
There were no members of the public and no members of the press present.

The meeting started at 6.37pm and Cllr Setchfield was welcomed to her first Personnel Sub-Committee meeting since being elected.

P21/06#01 Apologies for Absence

[Local Government Act 1972 s85 \(1\)](#)

Councillor J Utting

RESOLVED – To accept the apologies given.

Absent: Councillors Winder

P21/06#02 Declarations of Interest

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

None

P21/06#03 Dispensations

None

P21/06#04 Public Participation

[Standing Orders Clause 3 \(e, f, g & h\)](#)

There were no members of the public present.

P21/06#05 To resolve to exclude members of the press and public

[Public Bodies \(Admission to Meetings\) Act 1960](#)

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Pope

P21/06#06 Election of Deputy Personnel Sub-Committee Chairman

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Stark

RESOLVED – to appoint Councillor Pope to be the Deputy Chairman of the Personnel Sub-Committee.

P21/06#07 **Committee Clerk's Report** - to receive and note update from Town Clerk
No report

P21/06#08 **Town Clerk's Appraisal**
To appoint a panel of councillors to conduct the Town Clerk's appraisal.

The Chairman reported that custom and practice had seen in previous years the appraisal panel comprising the previous mayor, current mayor, and deputy. The Chairman also suggested it was worthwhile looking at ensuring some gender balance and to ensure the appointment of members who have had a close working relationship with the clerk.

The proposed principle for future panels since the governance review would be the chair of personnel, the outgoing chair of the management committee and the outgoing mayor should be the panel members.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Pope

RESOLVED – to appoint a panel comprising Councillors Lister, Roberts, and Utting to carry out the Town Clerk's appraisal.

P21/06#09 **To confirm date of next scheduled meeting and propose items for consideration.**
Tuesday 7th September 2021

Update on appraisals
Outcome of restructuring and recruitment process

There being no further business the meeting closed at 6.50pm

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the
Personnel Sub-Committee
held on Tuesday 7th September 2021 at 7.00pm
at St Mary's Church Hall, Ross-on-Wye. HR9 5HR

Present: Councillor J Roberts – Chairman
Councillors C Bartrum, B Pope, M Setchfield, L Stark and J Winder.

In attendance: Sarah Robson – Town Clerk

There were no members of the public and no members of the press present.

P21/09#10 Apologies for Absence

[Local Government Act 1972 s85 \(1\)](#)

Councillor

RESOLVED – To accept the apologies given.

Absent: Councillors

P21/09#11 Declarations of Interest

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

None

P21/09#12 Dispensations

None

P21/09#13 Public Participation

[Standing Orders Clause 3 \(e, f, g & h\)](#)

There were no members of the public present.

P21/09#14 To resolve to exclude members of the press and public

[Public Bodies \(Admission to Meetings\) Act 1960](#)

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor

Seconded: Councillor

Unanimous

RESOLVED – that agenda item P21/09#17 - 'Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

FP21/09#15 Personnel Sub-Committee Meeting Minutes

[LGA 1972, Sch 12 para41 \(1\).](#)

To confirm and sign the minutes of the previous extra ordinary meeting of the Personnel Sub-Committee held on Monday 14th June 2021.

RESOLVED – that the minutes of the previous extra ordinary meeting of the Personnel Sub-Committee held on Monday 14th June 2021 be signed as a correct record.

P21/09#16 **Committee Clerk's Report** - *to receive and note update from Town Clerk*

P21/09#17 **In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item.**

(Item P21/09 # 14 above refers)

Staff in Confidence - Staffing Update

- v) To receive a verbal report on the outcome of the staffing restructure and recruitment programme
- vi) To receive an update on the Town Clerk's Appraisal
- vii) To receive a verbal report from the Town Clerk in relation to Staff Updates to include;
 - Training programme
 - Overtime payments
 - Disciplinary Matters

P21/09#18 **To confirm date of next scheduled meeting and propose items for consideration.**

Tuesday 15th February 2021

There being no further business the meeting closed at xxpm

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Chairman

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Date