



## HAYLE TOWN COUNCIL

**RESOURCE COMMITTEE MEETING**

**THURSDAY 23 NOVEMBER 2023**

Minutes of the Hayle Town Council Resource Committee Meeting held at Hayle Community Centre on Thursday 23 November 2023 at 7.30pm.

### **PRESENT**

Councillors	B. Capper (Chairman), T. Carey, A. Groves, C. Hayes, J. Lawrenson-Reid, J. Martin, J. Ninnes, AM. Rance and D. Raymer (substitute), V. Tan
Town Clerk	E. Giggall
Finance Officer	B. Goraus

### **R24 TO RECEIVE APOLOGIES**

There were no apologies.

### **R25 TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

There were none.

### **R26 TO APPROVE THE MINUTES OF THE RESOURCE COMMITTEE MEETING 26 OCTOBER 2023**

**It was resolved** that the minutes of the meeting of 26 October 2023 be taken as a true and accurate record.

### **R27 TO NOTE THE FINANCIAL QUARTERLY REPORT FOR THE PERIOD 1 JULY – 30 SEPTEMBER 2023 INC.**

The Finance Officer provided an explanation of the figures included in the report and asked Members if they had any questions, of which there were none.

**It was resolved** to note the Financial Quarterly Report for the Period 1 July – 30 September 2023 Inc.

### **R28 TO NOTE AND/OR APPROVE THE RECOMMENDATIONS AND/OR RESOLUTIONS MADE BY THE PERSONNEL COMMITTEE, 20 NOVEMBER 2023, IF APPROPRIATE**

- a) To note the salary agreement for all staff for 2023/24 has been finalized (back dated to 1 April 2023 – budgeted for in 2023/24 Precept)

**It was resolved** to note the salary agreement for all staff for 2023/24.

- b) To approve the recommendations and/ or resolutions regarding the following roles (including financial implications and advertising/recruitment process, if applicable):
  - i) Committee Clerk/Deputy Clerk
  - ii) Finance Officer/Responsible Finance Officer
  - iii) Projects And Events Officer

The Personnel Committee recommended the following:

To create a Management Team, comprising Town Clerk, Deputy Clerk, Responsible Finance Officer, Facilities and Contracts Officer, Project and Events Officer and Library Manager.

The role of Committee Clerk be amended to Deputy Clerk. The role be graded at SPC 27 – 29 inclusive to reflect the additional responsibilities, including deputising for the Town Clerk, additional HR responsibilities, leading on policy writing and reviewing, supporting projects, managing GDPR and responsibility for civic events. Hours to be increased from 25 to 28, if required.

The role of Finance Officer be amended to Responsible Finance Officer. The role be graded at SPC 27 -29 inclusive to reflect the additional responsibilities, including leading on procurement, managing the investment strategy and investments, ensuring the Risk Management Schedule is updated and reviewed annually, responsibility for insurance, leases and licenses and utility contracts in liaison with other senior management. Hours to be increased from 21 to 25.

The role of Projects and Events Officer to be made a permanent position. The role to remain graded at SCP 27-29, with the job description to be reviewed to ensure it meets the council's needs going forward. (NB: the temporary contract for this position is due to end on 31 March 2024)

The above role to be advertised internally, with interested employees registering an Expression of Interest in the first instance and the changes to come into effect on 1 April 2024.

**It was resolved** to approve the recommendations made by the Personnel Committee in respect of the Committee Clerk, Finance Officer and Projects and Events Officer.

- c) To approve the recommendation to extend the membership of this committee to four members, with the quorate remaining three

**It was resolved** to approve the recommendations to extend the membership of the personnel committee to five members, with the quorate remaining three.

## **R29 PRECEPT**

- a) Community Centre – Draft budget (Recommended for approval by Amenities Committee)

**It was resolved** to add £10,000 to the Improvement Works/Roof Replacement budget head.

**It was resolved** to approve the Community Centre Budget for 2024-2025, noting the decrease in expenditure and to note the revisions to the 2023-2024 budget.

- b) Swimming Pool – Draft budget (Recommended for approval by Amenities Committee)

**It was resolved to:**

- i) Increase staff cost taking into consideration the minimal wage increases to £11.44 in 2024-2025.
- ii) Increase the cost of chemicals to reflect significant price increase in current year.

**It was resolved** to approve the Swimming Pool Budget for 2024-2025, noting increase in expenditure and to note the revisions to the 2023-2024 budget.

- c) Library – Draft budget

**It was resolved** to review the overspend in staff cost at the meeting on the 6 December 2023 and discuss the ongoing problems with overtime and cost of agency cover.

**It was resolved** to approve the Library Budget for 2024-2025, noting increase in expenditure and to note the revisions to the 2023-2024 budget.

- d) Amenity Sites – Draft budget (Recommended for approval by Amenities Committee)

**It was resolved to:**

- i) Create and add £40,000 to the Community Civic Pride Officer budget head.
- ii) Add £86,000 to the Waste, Refuse, Recycling budget head.
- iii) Add £60,000 to the Toilets Cleaning Contract budget head.

**It was resolved** to approve the Amenity Budget for 2024-2025, noting increase in expenditure and to note the revisions to the 2023-2024 budget.

- e) Council Main Budget – 1<sup>st</sup> Draft

**It was resolved to:**

- i) Ask Hayle Day Care Centre for a copy of the annual accounts.
- ii) Separate the Council Civic Events from those of the Projects and Events Officer and to increase both budget heads to £4,000 each.
- iii) Add £10,000 to the Relocation Project budget head.

**It was resolved** to defer making the final decision until the meeting in December to have a closer look at the following budget heads: SLA Civic Enforcement Officer, Community Civic Pride Officer, waste contract and toilet cleaning contract.

**TO CONFIRM THE DATE OF THE NEXT MEETING: 14 DECEMBER 2023**

The meeting closed at 9.40pm.

