

Minutes of the ONLINE Finance, Budgets & Staffing Committee of Costessey Town Council, held via Zoom at 11am on 9 April 2021

Present: Cllrs G Jones (Chair), D Burrill, J Amis, G Dole, S Hannant, T Laidlaw and P O'Connor; H Elias (Town Clerk)

To receive apologies for absence

F077/21: None. No apologies were received from Cllr G Blundell

To receive declarations of interest

F078/21: Cllr S Hannant declared a pecuniary interest in any item involving Barclays Bank as she is in receipt of a Barclay's pension.

To confirm and sign the Minutes of the previous FB&S meeting on 19 March 2021

F079/21: Cllr D Burrill appeared in both the list of those present and in the apologies, but he had not attended the meeting.

RESOLVED to approve the minutes as a true record with the above amendment.

To receive updates on the previous minutes (No resolutions may be passed)

F080/21: It was noted that most items had already been seen by full Council, and that this was an additional meeting to approve items discussed at a Staffing WG meeting.

F081/21: **RESOLVED to confirm the date of the next ONLINE FB&S Meeting as Tuesday 20 April 2021 at 11am.**

F082/21: **RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it was not in the public interest to disclose discussion on the items below due to the discussions relating to exempt information on staffing and employment contracts**

No members of the press or public were present. Live streaming was stopped.

***THE FOLLOWING ITEMS WERE HEARD IN CONFIDENCE**

***To consider Payroll issues** (see confidential notes & report)

F083/21: An issue had arisen when one staff member had been off sick.

RESOLVED that all employees designated as Essential Car Users should receive the rates as recommended in the confidential report. ACTION: Town Clerk / Deputy Clerk

***To consider change in job description and pay** (see confidential report)

F084/21: The confidential report was considered; the terms & conditions, number of hours and pay rate for a Part Time Cleaner were agreed.

RESOLVED to advertise for a P/T Cleaner: 16 hours pw, at the Living Wage Foundation rate, and standard HMRC mileage between sites on a 3-month probationary period

F085/21: **RESOLVED to use Spire Cleaning as on-going back-up as and when required**

***To receive information on other confidential staffing issues** (No resolutions may be passed)

F086/21: None

F087/21: The meeting closed at 10.26am

Chair:

Date: