



# CAMELFORD TOWN COUNCIL

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## Minutes of the Finance and Staffing Committee Meeting – 5<sup>th</sup> August 2022

### 1. To note Councillors present

Cllr Coombes opened the meeting at 11.30am with 3 other Councillors present: Cllrs Burgis, Rotchell, Shaw.  
Clerk: Esther Greig. FS22/001

### 2. To receive Apologies for absence with reasons

Cllr Grigg – personal

It was **resolved** to accept the apologies

**Proposed: Cllr Rotchell**      **Seconded: Cllr Shaw**      unan      **FS22/002**

### 3. To receive Declarations of Interest & Approve Dispensations

None FS22/003

### 4. Public question time (15 minutes allowed for this)

None FS22/004

### 5. To receive and approve the Minutes of Finance 22<sup>nd</sup> April & Staffing 14<sup>th</sup> January 2022

It was **resolved** to approve both minutes

**Proposed: Cllr Rotchell**      **Seconded: Cllr Coombes**      unan      **FS22/005**

### 6. To receive Clerk's report Q1 budget to expenditure

Clerk reported mostly as expected with a couple of unbudgeted items – public toilet electrics repair. Also noted that electric bills will be significantly more than budgeted; along with inflation affecting potential staff pay increase. FS22/006

### 7. Agenda Items

a. Q1 internal control check – Cllrs Grigg and Elford – scheduled for 12<sup>th</sup> August FS22/007

b. EMR was reviewed. Clerk noted that the £7,000 underspend from staff in 21-22 would potentially be needed for staff pay rises this year so advised not to allocate to any other projects. Letter has been written to HMRC regarding VAT rebate. FS22/008

c. Reserves and Investment strategy (inc. government guidance) was **discussed**. Allocation to investments was amend to 2/5ths for long-term - **recommend to Full Council**. Further additions to investments to be discussed once ear marked reserves for projects have been spent and VAT rebate received – next agenda. FS22/009

d. The staff pay rise 2022-23 was **discussed**. Clerk noted that 2% was budgeted. That following a presentation from South West Councils – statutory minimum wage is likely to go up 7-10% this year and similar next. This will also have a knock-on effect to all pay grades as the bottom 10 spinal column points will effectively disappear. Inflation likely to go into double digits. Clerk noted that the unions have stated their wishes and the employers were due to respond end of July. Employers have asked the unions to act in a timely manner as they are aware that staff should get their pay rise for this financial year sooner rather than later. Cllr Shaw noted that that increase is excessive – taxpayers have to fund these increases. Cllr Shaw noted that library and office hours could be reduced. Cllr Rotchell noted that if staff hours are reduced then existing staff might choose to work elsewhere. Staff would need to be consulted on any changes to contracts. Clerk noted that in a recent library user survey, residents wanted increased opening hours; not less. Also noted that in general, for all Councils, staffing is the biggest cost as Councils provide services; do not produce goods. Clerk also noted that Camelford show would be an ideal time to sound out to residents. FS22/010

e. Staff appraisals for September was **discussed**. Clerk also noted that it was an opportunity to get to know Staff. Cllrs Rotchell and Coombes offered to take part, and Cllr Shaw noted his availability if needed. FS22/011

f. Christmas opening hours were **discussed**. Library/office to close between Christmas and new year. Clerk reiterated that staff use their holiday allowances for that period. FS22/012

g. Civility and respect pledge was **discussed**. Cllr Shaw noted that the Code of Conduct was sufficient. Clerk noted that all the consequences for bad behaviour were removed in the Localism Act 2011. People's behaviour towards one another has deteriorated. Staff have noticed this and are on the receiving end. The pledge covers all interactions, with also the need to call out inappropriate behaviour. **Recommend to Full Council.** FS22/013

**8. Public Bodies (Admission to Meetings) Act 1960.**

It was **resolved** that in view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: staffing.

**Proposed: Cllr Rotchell**

**Seconded: Cllr Coombes**

**unan**

**FS22/014**

Confidential section on separate pink paper

**9. Items, time and date for next meeting.**

21<sup>st</sup> October 2022, 10am Town Hall