

HELLEDON PARISH COUNCIL

Minutes of the meeting of the Staffing Committee held on Monday 30 November 2015
at 7pm in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

PRESENT

Mr A Adams - Chairman

Mr G Britton Mr R Grady Mrs S Gurney Mr D King Mr J Knowles

Mrs P Kirby – Clerk to the Council

IN ATTENDANCE

No attendees

Cllr Adams opened the meeting & welcomed those present.

1. Absence and Apologies for absence

All members present

2. Declarations of Interests and Dispensations

No interests declared.

No dispensations requested.

3. Approval of the minutes of the meeting held 2 November 2015

The minutes, having previously been circulated, were approved by those members present at the held meeting and signed by the Chairman as a correct record.

4. Public Participation

None in attendance.

5. General Matters

5.1 – Exclusion of Press & Public.

RESOLVED that under the provisions of Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 to exclude the Press and the Public for the duration of items 5.1(i) in order to discuss matters where publicity would be prejudicial to the public interest by reason of the personal and confidential nature of the business to be transacted and that this business to be discussed after agenda item 7.

6. Exchange of Information

The Clerk advised that the TUPE situation is being managed.

7. Date, time and venue of next meeting

As agreed the next meeting would be held and would be held in **The Council Chamber, Diamond Jubilee Lodge on Monday 1 February 2016 at 7pm.**

The meeting closed to the press and public at 7.20pm.

8. Confidential item

5.1

(i) – Eligibility of early payment of deferred pension. The response from NPFund was considered.

RESOLVED to agree to request for pension to be paid on grounds of ill health.

(ii) – Reporting line in respect of the Clerk.

RESOLVED the Clerks reporting line the Chairman of the Council.

(iii) – Recruitment panel members. Due to availability no change to the established panel is required. The Clerk would not attend due to other commitments.

(iv) – 2016/2017 draft budget. The figures were considered.

RESOLVED the attached budget figures are presented to the P&R Committee for the budget setting meeting scheduled for 21 December 2015.

The meeting closed at 8.21pm.

HELLEDON PARISH COUNCIL CC7 Staff
AGREED estimate of income and expenditure 2016 – 2017 budget

INCOME	Budget	2015/2016	Out-turn	2016/2017	
				Estimate	
Community Centre Reimbursement					
Hire Premium/Surcharge/ Sunday Out of Hours	1000.00	1000.00	1000.00	1000.00	0.00
Second Sunday Caretaker	4000.00	4000.00	3500.00	3500.00	0.00
TOTAL INCOME		<u>5000.00</u>		<u>4500.00</u>	<u>0.00</u>

EXPENDITURE

Remuneration (confidential spreadsheet supports figures)

Salaried Employed & Vacant positions	ALL PAY IS	190000.00	174800.00	205300.00	
Additional Payments	GROSS	25000.00	21200.00	24000.00	
		215000.00	196000.00	229300.00	
Agency Personnel		0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00
<i>Contingency Payments</i>					
<i>Contractual/legislation Changes/Redundancy etc</i>		10000.00	10000.00	10000.00	10000.00
		10000.00	10000.00	10000.00	10000.00
Relief/Temporary workers		1000.00	4500.00	1000.00	1000.00
		1000.00	4500.00	1000.00	1000.00
Employer NI Conts above threshold		21500.00	12100.00	17400.00	17400.00
		21500.00	12100.00	17400.00	17400.00
Employer PS Conts		38000.00	29000.00	39700.00	39700.00
		38000.00	29000.00	39700.00	39700.00
Staff Recruitment Costs					
Advertising/CRB checks/Facilitators		2500.00	8500.00	2500.00	2500.00
		2500.00	8500.00	2500.00	2500.00
Staff/Members					
Training and Courses		5000.00	5000.00	5000.00	5000.00
		5000.00	5000.00	5000.00	5000.00
Staff Sundries/Uniforms		1000.00	1000.00	1000.00	1000.00
		1000.00	1000.00	1000.00	1000.00
Employment Advice (HR Service)					
Retainer		4200.00	4200.00	4200.00	
Additional service		800.00	3790.00	1000.00	
		5000.00	7990.00	5200.00	5200.00
Personnel Costs – Referrals (Medical etc)		1500.00	1500.00	1500.00	1500.00
		1500.00	1500.00	1500.00	1500.00

TOTAL EXPENDITURE	<u>300500.00</u>	<u>275590.00</u>	<u>312600.00</u>
TOTAL NET EXPENDITURE	<u>295500.00</u>	<u>271090.00</u>	<u>312600.00</u>
<i>FUNDS</i>	<i>as at</i>	<i>as at y/e</i>	<i>as at</i>
	<i>April 2015</i>	<i>March 2016</i>	<i>April 2016</i>
<i>Contingency Payments est April 2015</i>	<i>10000.00</i>	<i>10000.00</i>	<i>20000.00</i>