

**NORTH HORSHAM PARISH COUNCIL  
MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE  
HELD ON THURSDAY 5<sup>TH</sup> OCTOBER 2017 AT 7.30PM AT ROFFEY MILLENNIUM HALL**

**Present:** Councillors A Britten, M Loates\*, T Rickett, Miss A Smith\* and S Torn.

\* denotes absence

**In attendance:** Pauline Whitehead BA (Hons) FILCM, Parish Clerk and Vivien Edwards, Deputy Clerk.

**PER/087/17      Public Forum**

There were no members of the public or press in attendance.

**PER/08817      Apologies for absence**

The Committee received apologies and reasons for absence from Cllr. M Loates and Cllr. Miss A Smith.

**PER/089/17      Minutes**

The Minutes of the meeting of 25<sup>th</sup> May 2017 were agreed and signed by the Chairman as being a true record.

**PER/090/17      Declarations of Interest**

There were no Declarations of Interest made.

**PER/091/17      Chairman's announcements**

Over the last few weeks there had been issues with antisocial behavior from children unlawfully entering Roffey Millennium Hall. The Police were aware and Caretakers were advised to try to lock the front door whenever possible as a precaution. CCTV will be installed and there is a panic alarm through to the Police. There is a network of support for the duty Caretaker from other staff who are available by telephone. The Chairman reiterated the need for staff to be safe and to hit the panic button or call the Police on the emergency number should the need arise. He also indicated that the Caretakers could telephone him.

**PER/092/17      Financial Review to 30<sup>th</sup> September 2017**

The Committee noted the Financial Report to 30<sup>th</sup> September 2017 (attached) and that expenditure was in line with what had been forecast for the first half of the year.

**PER/093/17      Forecast 2017 and Budget 2018/19**

**The Committee RESOLVED to put forward a forecast for 2017/18 of £277,715 to the Finance Committee.**

**The Committee RESOLVED to put forward a budget of £283,557 for 2018/19 to the Finance Committee.**

The breakdown is overleaf. The figure for salaries included a 1% increase in

anticipation of an announcement of salary increases for 2018/19 from NALC, an allowance for illness cover and a small amount to allow for any increments proposed as part of the appraisal programme. There could be other factors to take into account as the precept process progresses.

<b>Cost Centre</b>	<b>Budget 2017/18</b>	<b>Forecast 2017/18</b>	<b>Budget 2018/19</b>
Salaries	272,565	272,565	277,807
Payroll Admin	360	850	850
Staff Expenses	2,500	2,750	2,750
Staff Training	1,500	1,500	1,500
Recruitment Advertising	400	50	250
Staff Personal Protective Clothing	0	0	400
<b>Total Expenditure</b>	<b>277,325</b>	<b>277,715</b>	<b>283,557</b>

**PER/094/17 Appointment of Caretaker at North Heath Hall and Administration Clerk**

A caretaker post at North Heath Hall was filled from 1<sup>st</sup> September 2017 with a thirteen week probation period.

**The Committee RESOLVED to amend the job description for the Administration Clerk role.**

It was noted that the Administration Clerk post will be filled from late November 2017.

**PER/095/17 Exclusion of Press and Public**

**It was RESOLVED to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1 for reasons of confidentiality as the following agenda item related to staff matters.**

**PER/096/17 Staff matters**

The Committee noted that the Deputy Clerk has informal discussions with Caretakers on a regular basis to ensure that any concerns on either side can be aired and resolved quickly.

The Chairman had conducted a performance appraisal with the Clerk and was satisfied that targets set in 2016 had been achieved. The Clerk's aims for 2017/18 were agreed with the Chairman and related to continuous professional development of the Council and Clerk.

Other performance appraisals will be carried out over the next few weeks.

**PER/097/17 Date of the next meeting**

The next meeting of the Personnel Committee will be held on Thursday 18<sup>th</sup> January 2018 (Scheduled).

There being no other business, the Chairman closed the meeting at 8.02 p.m.

..... Chairman ..... Dated

30

**Personnel**

		Month 6 to 30/9/17					
<u>106</u>	<u>Personnel</u>	Actual current month	Actual Year to date	Current Annual budget	Variance Ann Total	Funds available	
4001	Salaries/NI/Pensions	22,412	135,146	272,565	137,419	137,419	
4003	Payroll Admin Charge	0	0	360	360	360	
4009	Staff Expenses/Mileage	102	1,636	2,500	864	864	
4010	Staff Training	40	626	1,500	875	875	
		Current Mth	To Date	Annual Bud	Annual Total	Expenditure	Available
4030	Recruitment Advertising	323	323	400	77		77
	Personnel :- Expenditure	<b>22,877</b>	<b>137,730</b>	<b>277,325</b>	<b>139,595</b>	<b>0</b>	<b>139,595</b>
	<b>Net Expenditure over Income</b>	<b>22,877</b>	<b>137,730</b>	<b>277,325</b>	<b>139,595</b>		
	Personnel :- Expenditure	<b>22,877</b>	<b>137,730</b>	<b>277,325</b>	<b>139,595</b>	<b>0</b>	<b>139,595</b>
	Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
	<b>Net Expenditure over Income</b>	<b>22,877</b>	<b>137,730</b>	<b>277,325</b>	<b>139,595</b>		

## APPENDIX A

### JOB DESCRIPTION - ADMINISTRATION CLERK

#### 1. RECEPTION DUTIES

(a) To act as the Parish Council's first point of contact for hall hirers, visitors and telephone enquiries and to direct them to the appropriate place or person.

(b) To ensure that all information is passed to the appropriate person especially information relating to bookings at any of the Council's Community venues in a timely fashion.

#### 2. FINANCIAL DUTIES

(a) To take payments from hirers, prepare and undertake the banking and prepare banking receipt sheets.

(b) Following authorisation by the Clerk, to input invoices and payments into the purchase ledger of the Financial Director accounts package.

(c) To undertake credit control functions, in accordance with procedures to ensure monies owed to the Parish Council are kept to a minimum.

#### 3. BOOKINGS

(a) To support the team by taking bookings for the Council's facilities, entering them into a bookings system and raising invoices when appropriate.

#### 4. GENERAL DUTIES

(a) To take responsibility for ensuring that the office is equipped with adequate supplies to promote efficient and streamlined working e.g. that the photocopier has adequate paper etc.

(b) To be responsible for ensuring that the daily post is franked and posted as appropriate and that Councillor's weekly post is sent.

(c) To maintain displays in the Roundel, the notice board in Roffey Millennium Hall and the literature carousel in the foyer of Roffey Millennium Hall in an orderly and up to date manner.

(d) To assist the Deputy Clerk in collecting information relating to Customer Satisfaction from users of the Council's facilities.

(e) To provide cover at times of absence of other office staff by reason of sickness or annual leave and at times of increased workload or emergency

(f) To undertake any training that may be appropriate to the post

(g) To perform any other duties as may, from time to time be required, at the request of the Parish Clerk and Deputy Clerk and to work within the policies of the Council