

NEWENT TOWN COUNCIL

FINANCE AND STAFFING COMMITTEE

Minutes of a **Meeting** of the **Finance and Staffing Committee** held on **Monday 13th March 2023. Started 7.44pm**
at Room G4 Newent Community School, Watery Lane, Newent

Present: Councillors Mrs K Draper (Chair) Mrs S Marcovecchio, Mrs R Wadley,
Mr R Beard and Mrs C Howley

Also present – The Clerk and 1 member of the public

Public Participation Session

Speaker 1

There were no public speakers.

1. To note apologies for absence.

All councillors were present.

2. Declarations of Interest on items on the agenda.

There were no declarations of interest.

3. To approve the Minutes of the Extraordinary Finance & Staffing Committee held on Monday 27th February 2023

The Minutes were approved by a unanimous decision and were duly signed by the Chairman.

4. Clerks Report

4.1 To note the Clerk's Report

The Clerk's report was noted.

5. To approve Year End Accountancy Service 2023

5.1 To approve the Year End Accountancy Service for 2023

The committee resolved by a unanimous decision to appoint KJS Accountants Ltd to undertake the Year End Closure for 2023 at a cost of £550.00.

6. Policy Reviews and updates

6.1 To approve the Capability Procedure

The committee by a unanimous decision approved the Capability Procedure.

6.2 To approve the Disciplinary Procedure

The committee by a unanimous decision approved the Disciplinary Procedure.

6.3 To approve the Lone Working Policy

The committee by a unanimous decision approved the Lone Working Policy.

6.4 To approve the Grievance Policy

The committee by a unanimous decision approved the Grievance Policy.

7. Notices and Information

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The committee by a unanimous decision resolved that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

8. Staffing matters

8.1 To receive an update on the interviews and appointment processes for Locum Clerk(s) and Responsible Financial Officer and to provide possible start dates to Full Council.

The committee received an update on the interviews and appointment processes for Locum Clerk(s) and Responsible Financial Officer.

The closing date for interest in the Locum post was Friday 10th March. No CV's were received for the Locum clerk post, but a CV was received to undertake aspects of the RFO/finance management role.

The closing date for interest in the Administration Assistant post was Friday 10th March. No applications were received for the post.

The committee resolved by a unanimous decision and that the clerk will discuss and seek recruitment through recruitment agencies for the vacant position of Administration Assistant post, with a starting salary of between £20,441- £20,812.

The committee discussed the Locum position.

The committee resolved by a unanimous decision that the clerk will contact GAPTC and the list of Locums to ascertain if they have availability to work within Newent.

The clerk to speak with an individual with previous clerking experience to ascertain if they are interested in the role.

The committee discussed the financial/RFO role and the CV that had been received.

The committee resolved by a unanimous decision that KJS Accountants Ltd undertakes aspects of the RFO role and Financial management of the council function, in the absence of the clerk.

8.2 To receive an update on the interviews and appointment processes for the Clerk and Responsible Financial Officer post.

The committee received an update on the interviews and appointment processes for the Clerk and Responsible Financial Officer post.
The closing date for the full-time vacancy is Friday 17th March 2023.

8.3 To discuss and resolve staffing and financial matters.

The committee discussed and resolved staffing and financial matters.

- a. The committee was notified that staff are to receive an extra 1-day annual leave from 1st April 2023, as part of the Green Book agreement.
- b. Staff annual leave cards for 2023/24 have been issued.

The Chairman closed the meeting at 8.57pm