



YAXLEY PARISH COUNCIL

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To: All Members of the Personnel Committee

Sir/Madam

You are hereby summoned to attend a Meeting of the **Personnel Committee** of the Yaxley Parish Council to be held **on Tuesday 16th November 2021, after a meeting of the Property Committee, expected start time 7.30pm in Queens Park Hall, Daimler Avenue, Yaxley, PE7 3LX.**

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

9th November 2021

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PER39. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- PER40. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- PER41. MINUTES**
To approve as a correct record the Minutes of the meeting of the Personnel Committee held on Tuesday 12th October 2021 – attached.
- PER42. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- PER43. BUDGET 2021/22**
To receive and note the actual spend to 30th September 2021, the predicted against 2021/22 and the Budget for 2022/23 prior to its submission to full Council - report attached.
- PER44. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**
To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

PER45. STAFFING MATTERS

- **To receive an update on the recruitment process for a Grounds Operative.**

PER46. FINANCE OFFICER

To approve the renewal of the contract for the Finance Officer – report attached.

**PER47. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

Cut off time for the meeting 9.15pm.

Minutes of the Meeting of the Personnel Committee held in the Austin Hall, the Amenity Centre, Main Street, Yaxley on 21st September 2021 at 8.25pm.

Present:- Councillor A Wood – Chairman

Councillors D Chapman, E Gilchrist, K Gulson, D Hitchcock, J Lusted and P Russell.

In attendance: H Taylor

PER32. APOLOGIES

An apology for absence from the meeting was received and accepted from Councillor S Sanderson (personal).

PER33. DECLARATION OF INTERESTS

No declarations were received.

PER34. MINUTES

Councillor D Chapman proposed approval of the Public and Confidential Minutes of the Personnel meeting held on 21st September 2021. This was seconded by Councillor E Gilchrist and unanimously **RESOLVED**.

PER35. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PER36. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC.

That in accordance with Section 1(2) of the Public Bodies (admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

It was proposed by Councillor J Lusted, seconded by Councillor P Russell and unanimously **RESOLVED** that the meeting should be closed to the public and press at 8.30pm.

PER37. STAFF MATTERS

By way of a verbal report by the Clerk, the Committee were update on progress to recruit a new Grounds Maintenance Operative and considered a request from a member of staff to take a period of 11 weeks unpaid leave starting in January 2022. Given the implications for the remaining staff, the current difficulties in recruiting to the vacant role and that the member of staff had only just returned from a 3 month break, it was proposed by Councillor K Gulson, seconded by Councillor J Lusted and unanimously **RESOLVED** that the request can not be accommodated.

PER38. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.

That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor J Lusted and seconded by Councillor E Gilchrist that the press and public should be readmitted to the meeting.

Meeting closed at 8.55pm

Signed

Chairman.

**Yaxley Parish Council
Budget Detail - By Committee as at the 30th September 2021**

Personnel

		Last year 2020/21		Current Year 2021/22			2022/23
		Budget	Actual March 21	Budget	Actual 30th Sept	Projected	Next Year Budget
<u>Personnel</u>							
<u>400 Staffing Costs</u>							
1500	Furlough Government Grant	-	10,631	-	377	377	-
Total Income		-	10,631	-	377	377	-
4600	Gross Salaries	184,937	169,621	186,680	104,811	181,181 (1 & 3)	218,715
4605	National Insurance (Ers)	15,713	12,979	15,055	7,373	13,020 (4)	18,272
4610	Pensions (Ers)	64,024	31,204	39,822	19,842	34,155 (2 & 3)	46,559
4620	Finance Officer - (Contracted)	20,000	15,909	18,500	7,197	17,500	18,500
4625	Travel Expenses Inc. Cllrs	750	125	750	324	648	750
4630	Training	3,000	2,728	3,000	198	3,000	3,000
4635	Health & Safety	1,600	1,680	2,100	489	1,680	2,100
4640	Employment Advice & Insurance	4,000	1,995	2,100	900	1,995	2,100
Net Expenditure		294,024	236,241	268,007	141,134	253,179	309,996
Net Expenditure		294,024	225,610	268,007	140,757	252,802	309,996

(1) Gross salaries has been calculated to include scale point increases where applicable along with an expected 2% increase per NALC guidelines.

(2) Current rate of Employers Pension Contributions is 21.5% Est 2022/23 at 23.5%. These rates are outside of the control of the Council

(3) No additional staff have been calculated, just replacements

(4) National Insurance has been calculated at a 1.25% increase as per HMRC