

LUDGERSHALL TOWN COUNCIL



Minutes of Additional Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Monday 1st July 2019 at 3-00pm

Present:	Cllr M Giles in the Chair	Cllr B Dance
	Cllr CA Allan	Cllr J Langley
	Cllr B Cordery	Cllr CD Allan
	<u>Agenda Item</u>	Action
	Cllr M Giles explained that Cllr AKJ Pickernell had resigned from the positions of Vice Chair of FTC, Chair of Staffing & Chair of Finance & Policy, and asked if, until a replacement is put in place at the next FTC meeting he would act as Chair of Finance & Policy. All agreed.	
	Cllr CD Allan then addressed the committee and apologised for his behaviour at the Finance & Policy meeting on 26th June 2019. He said that as Cllr AKJ Pickernell has not attended this meeting Cllr CD Allan will apologise to him personally.	
27/19-20	1. Apologies – none.	
28/19-20	2. Declaration of Interests – None.	
	Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.	
29/19-20	3. Admin Assistant – Probation Review – Cllr M Giles went through the review that he and the Clerk had worked on. Gave reasons for the comments regarding further improvement and training required, Cllr CA Allan added one more comment. Overall, all happy with progress. All agreed there would only be an extension of the probation period of 3 months if the Admin Assistant does not complete her ILCA in time.	
30/19-20	<p>4. Staffing Committee discussions and proposals;</p> <p>I. Office Hours versus overtime – The staffing committee have put forward a proposal to increase the Admin Assistants hours to 27 ½ per week in order to tackle the continual overtime needs of the office. To demonstrate the need for this the Clerk passed round the information used, the first chart showed how much percentage Staff costs are to Precept, it picked on 8 local councils and showed that actually Ludgershall is 2nd bottom, the average is 43.23% and Ludgershall stands at 32.30%. The next 3 diagrams showed the hours of Clerks, Admin Assistants & both together per types of jobs that are undertaken in the office over a calendar month. The average overtime is 32.75 hours per calendar month, and by transferring this from the Clerks overtime to additional hours for the Admin Assistant LTC will save approx. £200 per month overall on the staffing bill. There is no need to increase the budget for year 2019/2020 as the budget that the Accountants put forward was on higher figures and therefore even with the increase of hours to the Admin Assistant the staff costs will still come within the budget. With giving these increased hours to the office this means that those jobs that have not been tackled in a while and items which LTC do not have, but should have for best practice can be started. Cllr M Giles said that</p>	

	<p>the Clerk & Admin Assistant have agreed if this proposal gets through FTC to have written into their contract that no overtime will be claimed from that date forward, this of course would be reviewed once a year, to ensure the smooth running of the office. Cllr M Giles also said looking forward with the increase of residents of Ludgershall and the handing down of services from Wiltshire Council it is feasible that a third person may be needed in the future. The committee discussed and agreed to put this forward to FTC for their thoughts.</p> <p>II. Office Opening Hours – during the discussions in the staffing committee it was noticed that 10% of the Clerks/Admins time is spent on helping the public. A solution of cutting the opening hours down was put to F & P of either the office be shut 1 more day i.e. Tuesday to add to the current closed day of Friday or different times such as 12 – 2pm Mon – Thurs to give more days choice. The committee discussed Cllr B Dance stated that by cutting back the interruptions would be of benefit to the office, all agreed to put forward to FTC for agreement.</p> <p>III. Committee Chair Running Surgery – Cllr M Giles explained the thought about running a Councillor Surgery, which could also help reduce the amount of queries into the office. It was discussed and the thoughts are that this should be run by all Cllrs not just chairs. It should be at a central location, venue tbc, always 2 or more Cllrs attending (not one Cllr can give a view point on behalf of the Council). This would be a way to have more community engagement. All agreed this was a really good idea and to put forward to FTC for agreement.</p>	
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There being no further business to discuss the meeting closed at 3.35pm.

Next meeting will be held on 31st July 2019 at 7pm, in the Town Council Office.

Signed.....Date.....