

Minutes of the meeting of the **Finance and Staffing and Policy Committee** held on Wednesday 16 April commencing at 10.30am at The Pavilion in the Park, Victory Park.

Present: Councillors D Dale (Committee Chair)
 A Cross
 C Fewster
 G Lindsay
 C White

In Attendance: J Marshall – Town Clerk (Part)
 E Forgione – Assistant Clerk (Part)

Apologies D Balster

FSP01/25 To receive apologies
 Apologies were received as above

FSP02/25 To approve the minutes of the last meeting of the Committee
 The minutes of the last committee meeting were noted, approved and duly signed.

FSP03/25 To receive any declarations of interest
 None received

FSP04/25 To receive any representations from member of the public
 None present

Finance matters

FSP05/25 To verify and sign the bank reconciliation and original bank statement
 All three bank accounts were verified and duly signed.

FSP06/25 To receive the financial report and consider expenditure in line with the budget (Financial Status Comparison Report)
 The financial report was scrutinised and approved.

FSP07/25 To approve and note invoiced expenditure transactions
 The transactions were checked and approved.

FSP08/25 To approve a five-year contract with Edge IT for the Finance package
 The Clerk informed members that the Edge Finance package was working well and she would be loath to change this. Members queried the five-year agreement but the Clerk explained the length of agreement reduced the price and as the Council has been using this package for some years with no issues, it was financially sensible to take out another five-year agreement. Members considered this and approved the renewal.

FSP09/25 To consider an upgrade for Safety Culture to sufficiently record all asset inspections in line with audit requirements
 The Clerk explained that although Safety Culture does a free version, it limits the number of templates that can be used. As the system is being used for all play areas, bus shelters and various other checks successfully it

seemed sensible to upgrade to the paid version to make sure all safety aspects are covered by the Council Members considered this an asked the Clerk to verify a few details such as users and then go ahead with the -day free trial.

It was further agreed that if the staff are happy with this app, then they could purchase this on an annual basis.

FSP10/25 To note the interest received and the new interest rate on the Nationwide Account

The interest received and the reduction in the interest rate was noted.

Staffing Matters

FSP11/25 To consider a promotion for a member of staff with a salary point increment

After much deliberation the promotion of the Assistant Clerk to Deputy Clerk with a one-point salary increment were approved with effect from the May 1st, 2025. (see private members only minutes)

The Clerk left the meeting, and the Assistant Clerk took over for the remainder of the meeting

FSP12/25 To consider a health passport for a member of staff and referral to the Occupational Therapist if necessary

It was noted that one member of staff has been having some ongoing health issues and the Clerk has made reasonable adjustments to the working conditions to allow them to carry on with their role. Although this situation is resolving itself it was agreed that there should be a policy (a health passport) put in place for all staff to adequately cover these sorts of situations. Members resolved to go ahead with this policy.

It was further agreed not to make a referral to OT at present but this option will be made available if needed.

FSP13/25 To consider the purchase of laptop bags for four members of staff

Members approved the laptop bags for administration staff.

FSP14/25 To confirm the date and time of the next committee meeting

The next meeting is scheduled for

Signed

Dated

PRIVATE MINUTES - MEMBERS ONLY

FSP11/25 The Clerk explained that the Assistant Clerk has been in her role for 41/2 years and was doing an excellent job. She assured members that Emily no longer assisted but had her own workload and therefore due to her excellent standard and scope of work should be made up to Deputy Clerk with a one-point increment.

A couple of members expressed concerns, as it was previously agreed that she would not receive the promotion until completion of her CiLCA. The Clerk explained that due to SLCC not running any CiLCA courses, Emily had been unable to access this through no fault of her own. The Clerk also felt it would be demoralising if Emilys hard work was not recognised.