



Portishead Town Council

The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078

www.portishead.gov.uk

**Summons & Notice for the Staffing & Finance Committee
Thursday 29th September 2022 at 8.30pm**

Friday 23rd September 2022

To: All Members of the Portishead Town Council Staffing & Finance Committee
Councillors Bull, Gardner, Aldridge, Slatter, Holland and Sterndale

Dear Councillor

You are summoned to a meeting of the Portishead Town Council Staffing & Finance Committee meeting in the Eve Wigan room (top floor) at The Folk Hall, 95 High Street, on Thursday 29th September 2022 at 8.30pm. The meeting will consider the items set out below.

Please inform me if you are unable to attend.

Yours sincerely

W. Coulter

Wendy Coulter
Town Clerk

- Agenda and papers are available at www.portishead.gov.uk
- This meeting will be recorded and published with a link from the Council website, except for confidential or exempt items, which may need to be considered in the absence of the press and public
- To attend in person:
 - Residents are welcome to join the meeting in person at the Folk Hall, Portishead
 - Please book in advance by emailing enquiries@portishead.gov.uk
 - Those attending the meeting are welcome to continue to wear face masks.
- To attend via Zoom:
 - Link: <https://zoom.us/j/95106176208?pwd=TVdPTExMWVBFbTBpbU5nR2dwU2FrQT09>
 - Meeting ID: 951 0617 6208
 - Passcode: 581820
 - Dial in from your phone 0208 080 6592 United Kingdom

=====

Agenda

1. **Chairman’s welcome** (Chairman)
2. **Apologies for absence** (Clerk)

To receive, and consider for acceptance, apologies for absence (LGA1972 s85)

3. Declaration of Councillors' interests and requests for dispensations (exemptions)

(Chairman)

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Deputy Clerk (Localism Act 2011 s29-34)

3. Public participation relating to meeting agenda items

If you would prefer to submit questions in advance, please email deputyclerk@portishead.gov.uk

4. Minutes of the last meeting

To consider and approve the minutes of the meeting held on 15th June 2022 as a true and accurate record – attached.

Recommendation: That members agree the minutes of the committee meeting held on 15th June 2022 as a true and accurate record, and that they be signed as such.

5. Draft Lone Working Policy

To consider the adoption of the attached draft lone working for all Town Council employees. Draft Lone Working Policy – attached.

Recommendation:

To approve and adopt the lone working policy for all Town Council employees.

6. SAAA:

To consider and approve remaining in SAAA.

Report on use of SAAA (External Auditors) – attached.

Recommendation:

To approve and instruct the Responsible Finance Officer to continue using SAAA (External Auditors) for the next four years.

7. Budget Process 2023/2024

a. Play Park Area

As part of budget setting process 23/24 that play area park money is increased for maintenance

b. Virement of Funds

To vire some of the £10k allocated to the gym equipment on the esplanade to cover maintenance at the Lake Grounds play area that is now under lease to PTC from NSC.

9. To consider the following policies:

Home Working Policy

Disciplinary Policy

Capability Policy

Absence Policy

10. Conversion of Rialtas to Cloud

To convert finance system to Cloud support cost increase of £1140 per annum.
Conversion to Cloud based system for Financials and Hall booking

It is planned to remove all data from our current server known as the N: drive on to Microsoft SharePoint system. This will allow better flexibility of access for staff and councillors and provide a safer (remotely backed up) and robust document management process.

All staff have been trained in using SharePoint and the transition is planned for the Autumn. It will also provide a better structure for data thus improving efficiency.

Following this it is planned to move the Finance and Hall booking System currently housed on the N: drive to a Cloud based service.

Whilst this will increase costs by £1140 per annum it will improve response times and again improve security (remote backup) and access.

Quote attached.

Recommendation:

To move the Finance and Hall booking system currently hosted on the N drive to a cloud based service at an increased cost of £1140 per annum.

11. Date of next meeting:

Wednesday 21st December 2022

12. Exclusion of the Public and Press:

Under the Public Bodies (Admissions to Meetings) Act 1960 Members of the public and press are required to leave the meeting at items 13 and 14 due to the items being a confidential matter – contractual costs and Health & Safety.

Recommendation:

That Councillors agree to exclude the public and press.

13. Community Halls – Financial Update

To receive a report from the Halls Manager and to consider recommendations contained within a Confidential Report – sent under separate cover for Town Council Members only.

14. Community Halls – Health and Safety Maintenance Budget

To consider a report from the Halls Manager to consider a budget for Health and Safety Maintenance - sent under separate cover for Town Council Members only.