

## Portishead Town Council Summons & Notice: Staffing & Finance Committee meeting 19.30 Wednesday 23rd February 2022



The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078 [www.portishead.gov.uk](http://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
- This will be a hybrid meeting
- To attend in person:
  - Residents are welcome to join the meeting in person at the Folk Hall, Portishead
  - Please book in advance by emailing [office@portishead.gov.uk](mailto:office@portishead.gov.uk)
  - It would be appreciated if you would continue to wear masks when walking around and standing up in the building, except when you are speaking during public participation.
- To attend via Zoom: Meeting ID: 991 3334 4649 Passcode: 059876
  - Link: <https://zoom.us/j/99133344649?pwd=Y0x4OThCQ2Q5bldDaE1ib1JKa2hsQT09>
  - Dial in from your phone: 0208 080 6591 (national call rate)

### Agenda

- 1. Apologies for absence** (Town Clerk)
- 2. Declaration of Councillors' interests and requests for dispensations** (Chair – Councillor Robert Bull)
- 3. Chair's verbal report:**
- 4. Public participation:** if you would prefer to submit questions in advance, please email [office@portishead.gov.uk](mailto:office@portishead.gov.uk)
- 5. Information item:** To note the receipt of the External Auditor report & certificate for 2020-21. Report will be available on the Council website. (Chair)
- 6. Information item:** To note the notice of conclusion of the Audit for 2020-21. Report will be available on the Council website. (Chair)
- 7. Information item:** To receive and note the review of the Interim Internal Audit Report Sept 2021. Report will be available on the Council website. (Chair)
- 8. Decision item:** Recommendation to delegate authority to the Community Halls Manager and Chair to source and procure folding doors to separate the Folk Hall Heritage Centre from the main Hall up to a maximum cost of £2,000 from the 21-22 Council budget. (Chair)
  - a. Vote on the recommendation**
- 9. Decision item:** Recommendation to receive and approve the list of payments totally £73,914.03 made in January 2022. Report will be available on the Council website. (Chair)
  - a. Vote on the recommendation**
- 10. Decision item:** Recommendation to receive and approve the Bank reconciliation statements for January 2022. Report will be available on the Council website. (Chair)
  - a. Vote on the recommendation**
- 11. Decision item:** Recommendation to receive and approve the petty cash reconciliation statements for January 2022. Report will be available on the Council website. (Chair)
  - a. Vote on recommendation**
- 12. Decision item:** Recommendation to receive and consider the summary and detailed income & expenditure statements for January 2022. Report will be available on the Council website. (Chair)
  - a. Vote on recommendation**
- 13. Decision item:** Recommendation to receive and approve the list of regular payments made by direct debit. Report will be available on the Council website. (Chair)
  - a. Vote on recommendation**
- 14. Decision item:** Recommendation to consider and recommend amendments to the Fixed Asset register. Report will be available on the Council website. (Chair)
  - a. Vote on recommendation**
- 15. Decision item:** Recommendation to consider and approve any transfers to earmarked reserves at financial year end. Report will be available on the Council website. (Chair)
  - a. Vote on recommendation**
- 16. Decision item:** Recommendation to give online access to the Council's Bookkeeper for the Lloyds Bank account. (Chair)

- a. Vote on recommendation**
- 17. Decision item:** Recommendation to note and confirm that the Precept for 2022-2023 is set as £820,863. (Chair)
  - a. Vote on recommendation**
- 18. Decision item:** Recommendation to delegate to the Bookkeeper to write off old invoice debts on the Sales Ledger totalling £605.11. Report will be available on the Council website. (Chair)
  - a. Vote on recommendation**
- 19. Decision item:** Recommendation to consider and approve the updated Financial Regulations Policy. Report will be available on the Council website. (Chair)
  - a. Vote on recommendation**
- 20. Decision item:** Recommendation to delegate authority to the Communications Manager and Chair to procure a replacement Council website up to a maximum cost of £10,000 from the 2021-2022 Council budget. Report will be available on the Council website. (Chair)
  - a. Vote on the recommendation**
- 21. Decision item:** Recommendation to delegate authority to the Deputy Clerk and Chair to contribute £9,500 from the 21-22 Council budget to the Avon Way Highways improvements on the condition that North Somerset Council covers the remaining project costs (expected total project cost is £14,812).
  - a. Vote on recommendation**
- 22. Decision item:** Recommendation to delegate authority to the Deputy Clerk and Chair to contract a temporary Locum Clerk via a national supplier for a period of up to 6 weeks, giving the Council time to recruit a replacement Clerk, at a maximum cost of £10,000 from the 2022-23 Council budget.
  - a. Any further costs must be approved by the Full Council**
  - b. Vote on recommendation**
- 23. Decision item:** Recommendation to approve the minutes of the last meeting 24<sup>th</sup> November 2021.
  - a. Vote on recommendation**
- 24. Date of the next meeting: 15<sup>th</sup> June 2022**

**The public meeting is now closed as the remaining information is considered exempt under the Local Government Act 1972, Schedule 12a.**

The Staffing & Finance Committee Chair will end the public meeting and ask everyone except Staffing & Finance Committee Members to leave (both online and in-person), before continuing with confidential items.

#### **Agenda for closed meeting – confidential items**

- 25. Declarations of interest** (Chair)
- 26. Information item:** Recommendation to note the contracted incremental increase to salary pay scales from 1st April 2022. (Chair)
  - a. Vote on the recommendation**
- 27. Decision item:** Recommendation to approve amendments to the Bookkeeper and Deputy Clerk job descriptions and contract terms to enable the Bookkeeper to take on the role of Responsible Finance Officer. (Chair)
  - a. Vote on the recommendation**

Julia Stuckey, Town Clerk, published 17<sup>th</sup> February 2022