



Portishead Town Council

The Folk Hall, 95 High Street, Portishead, BS20 6PR Tel: 01275 847078 www.portishead.gov.uk

Minutes of Staffing & Finance Committee Meeting Thursday 29 September 2022 at 7.30pm

Attending in person: Councillors R Bull (Chairman), P Gardner (Vice Chairman)
T Slatter, N Holland, B Aldridge, P Churchill.

Members also present: Councillor S. Mason

Officers in person: W. Coulter (Town Clerk) (Taking the minutes)
S.Sherborne (Deputy Town Clerk) (Cameras & IT)
M. McDonald (Community Halls Manager)

Officers Online: R Johnson (Responsible Financial Officer)

Members of Public: None

SF722 Chairman's welcome

Councillor R Bull welcomed everyone.

SF723 Apologies for absence

Apologies for absence were received and accepted from Councillor P Sterndale.

SF724 Declaration of Councillors' interests and requests for dispensations (exemptions)

There were no interests declared or dispensation requests received.

SF725 Public participation relating to meeting agenda items

There were no Members of the Public present.

SF726 Minutes of the last meeting

The Minutes of the last Staffing & Finance committee meeting held on 15th June 2022 were proposed by Councillor N Holland and seconded by Councillor B Aldridge as a correct record. A vote was taken which was unanimous.

RESOLVED: That the Chairman of the Committee sign the minutes of the 15th June 2022 as a correct record.

SF727 Draft Lone Working Policy

Members considered a Lone Working Policy for all Town Council employees. It was proposed by Councillor P Gardner and seconded by Councillor N Holland that the Lone Working Policy be recommended to full Council for approval and adoption. A vote was taken which was unanimous.

RESOLVED: That it be recommended to full Council that the Lone Working Policy be approved and adopted.

SF728

SAAA (External Audit):

Members considered, on behalf of the Town Council the request to consider whether to remain in the SAAA.

It was proposed by Councillor P Gardner and seconded by Councillor N Holland that the Town Council remain in the SAAA and instruct the Responsible Financial Officer to continue using SAAA (External Auditors) for the next four years.

A vote was taken which was unanimous.

RESOLVED: that the Town Council remain in the SAAA and instruct the Responsible Financial Officer to continue using SAAA (External Auditors) for the next four years.

SF729

Budget Process 2023/2024

Members considered a virement of £10,000 from the Gym Equipment Budget to Maintenance of the Lake Grounds Play Area Budget. However Members noted that final costs had not yet been received and felt it was important that provision be included in the Financial Regulations that virements be made.

Members considered an amendment to Financial Regulations to include a regular review of the budget and possible virement of funds.

It was proposed by Councillor T Slatter and seconded by Councillor B Aldridge that it be recommended to full Council that the Financial Regulations be amended to include 'Mid-Financial Year' virements.

A vote was taken which was unanimous.

RESOLVED: that it be recommended to full Council that the Financial Regulations be amended to include 'Mid-Financial Year' virements.

SF730

Policies:

Members considered the following policies for recommendation to full Council for approval and adoption:

Home Working Policy

Disciplinary Policy

Capability Policy

Absence Policy

It was proposed by Councillor P Gardner and seconded by Councillor N Holland that the Policies Home Working Policy, Disciplinary Policy, Capability Policy, Absence Policy be recommended to full Council for approval and adoption.

A vote was taken which was unanimous.

RESOLVED: that the Policies Home Working Policy, Disciplinary Policy, Capability Policy, Absence Policy be recommended to full Council for approval and adoption.

SF731

Conversion of Rialtas to Cloud

Members noted that the current Council systems and data for Finance and Halls Bookings are stored on the Town Council's inhouse server (N:Drive). The Council is moving to remote backup systems and Microsoft SharePoint. For the Finance and Halls booking systems to be moved and stored an additional cost of £1140 per annum would be required.

It was proposed by Councillor B Aldridge and seconded by Councillor P Gardner that the Finance and Halls booking systems, currently hosted on the Town Council's N:Drive be moved to a cloud based service at an increased cost of £1140 per annum.

A vote was taken which was unanimous.

RESOLVED: that the Finance and Halls booking systems, currently hosted on the Town Council's N:Drive be moved to a cloud based service at an increased cost of £1140 per annum.

SF732

Date of next meeting:

The date of the next Staffing and Finance committee meeting would be Thursday 15th December 2022 at 8.15pm.

SF733

Exclusion of press and public:

The meeting considered, under the Public Bodies (Admissions to Meetings) Act 1960 that Members of the public and press were required to leave the meeting due to the sensitive nature of the items considered relating to contractual costs and health and safety.

It was proposed by Councillor B Aldridge and seconded by Councillor N Holland that members of the public and press leave the meeting due to the sensitive nature of the items considered relating to contractual costs and health and safety.

A vote was taken which was unanimous.

RESOLVED: that Councillors agree to exclude the public and press from the meeting and that the digital recording be ended.

SF734

Community Halls – Financial Update

Members received a report from the Halls Manager to consider recommendations regarding the current financial situation for the 3 Town Council Halls.

It was agreed that the bookings should be consolidated and that the Town Clerk and Halls Manager would facilitate the change immediately.

It was further agreed that Town Council Committee Meetings would move to the Eve Wigan Room to allow for more flexibility for hiring out the Folk Hall, this would be brought into effect as soon as practical.

Members noted that there were cost savings to be made and that a full report would be brought to Council in November 2022 for consideration.

SF7235

Community Halls – Health and Safety Maintenance Budget

Members considered a report from the Hall Manager to consider a Budget for Health and Safety Maintenance. It was noted that there were several health and safety maintenance areas that needed to be addressed within the current financial year. It was proposed by Councillor T Slatter and seconded by Councillor N Holland that £9,999 be released from Reserves to provide for immediate assessments to be carried out and facilitated. It was agreed that delegation be given to the Town Clerk and Halls Manager with support from Councillor B Aldridge to prioritise and action the works required. A vote was taken which was unanimous.

RESOLVED: that £9,999 be released from Reserves to provide for immediate assessments to be carried out and facilitated. It was agreed that delegation be given to the Town Clerk and Halls Manager with support from Councillor B Aldridge to prioritise and action the works required.

The Chairman closed the meeting at 9.29pm.

A handwritten signature in black ink, appearing to read 'B. Bull', is written in a cursive style.