

PORTISHEAD TOWN COUNCIL

**MINUTES OF A MEETING OF STAFFING AND FINANCE COMMITTEE HELD WEDNESDAY 17th APRIL 2019 AT 7.30PM
IN THE FOLK HALL, PORTISHEAD TOWN COUNCIL**

PRESENT: Cllrs J Lord (Chair), P Burden, M Koops, R Cruse

APOLOGIES: P Mitchell, L Cottrell

IN ATTENDANCE: Cllr M Cruse, A Durn (Town Clerk)

- SF.18.522** **To receive and accept apologies for absence**
Apologies above were received and noted.
- SF.18.523** **To receive declarations of interest**
None declared
- SF.18.524** **To receive any questions, statements or submissions from members of the public in attendance**
None received
- SF.18.525** **To approve and sign minutes of the meeting of the Staffing and Finance Committee meeting dated 16th January 2019**
It was RESOLVED to agree to the Minutes of the 16th January 2019 as a true and correct record.
- SF.18.526** **To receive a copy of the Council's Financial Management Report: Quarter 4 (1st January 2019 – 31st March 2019)**
The quarterly report was reviewed and discussed.
It was RECOMMENDED to separate the Earmarked Reserves into project earmarked reserves and restricted reserves.
It was RECOMMENDED to check the lease on the Youth Centre and the detail on the transfer from North Somerset Council and to write a clarification to be attached to the Minutes.
- SF.18.527** **To review the Town Council's Risk Assessment document**
The Risk Assessment was reviewed.
It was RECOMMENDED to adopt the Assessment with the amendment to action and update the risk for Redcliffe Bay Village Hall and to circulate to Council.
- SF.18.528** **To note any items for information or referral only**
None raised
- SF.18.529** **Exclusion of Public and Press**
It was RESOLVED to exclude the Press and Public as per the requirements of the Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972 S.100 (A)
- SF.18.530** **To receive the quote for carrying out the recommendations from the computer audit report and agree actions**
It was RESOLVED to agree the recommendation of the Chair and the Clerk and to accept the quote and action the recommendations in the report.
- SF.18.531** **To receive an update on staffing and agree actions**
The Clerk gave an update on the staffing review raising issues including the backlog of work, under capacity, training, work processes and systems, impact on staff, and IT issues.

It was RECOMMENDED to procure interim staff at a senior level to assist the Clerk and Assistant Clerk for a budget of £2,000 in addition to the previously agreed interim administration temp procured for 6 months to cover for the Admiration Assistant vacancy, and for a staffing review to be procured after the new Town Council is formed.

The meeting closed at 8.40pm

Signed:

A handwritten signature in black ink, appearing to read 'P. Bull', written over a dotted line.