

WELLINGTON TOWN COUNCIL

MINUTES OF THE STAFFING AND RESOURCES COMMITTEE HELD REMOTELY VIA ZOOM ON WEDNESDAY 27 JANUARY 2021 AT 2.00 PM

Present: Councillors Lloyd (Chair), Govier, Lithgow, Thorne and Stock-Williams
David Farrow – Town Clerk

1. Apologies

No apologies had been received.

2. Declarations of Interest

Cllr Lloyd declared an interest in item 4 as a former customer of MTM IT, the Council's IT consultant.

Cllr Thorne declared an interest in item 4 as a customer and personal friend of MTM IT, the Council's IT consultant.

Cllr Govier declared an interest in item 4 as a customer of MTM IT, the Council's IT consultant.

3. In lieu of public speaking, to receive any representations from members of the public

In the absence of an in-person meeting, the usual public speaking session was replaced with the presentation of any written submissions received from members of the public. No representations had been received.

4. To consider the Replacement of the Town Council Phone System

The Town Clerk presented a paper prepared by the Town Council's IT Consultant that had been circulated with the agenda and which detailed three options for a replacement phones system all of which would represent an upgrade to and improvement on the current arrangements.

RECOMMENDED to full Council that the proposal made by Taurus Clearer Communications Ltd be accepted.

5. To Receive an Update on Discussions with SWAT re The Community Office and use of the Building.

Cllr Govier reported that a meeting had taken place between The Mayor, The Town Clerk and himself and representatives of SWAT including Andrew Pritchard to discuss the Town Council being able to make use of the Community Office on the understanding that SWAT staff appeared unlikely to be returning and the likely future need of the Town Council to grow. In the meeting Andrew Pritchard suggested that the Town Council may wish to consider buying the building in its entirety from SWAT so that it could determine how it could be used. He agreed to provide the Town Council with a valuation which is still awaited.

RESOLVED

1. to continue discussions with SWAT once a valuation had been received.

2. to seek an independent valuation of the building

6. To Receive an Update on the installation of the Scribe Accounting Package/Software System

The Town Clerk reported that since the decision to purchase the Scribe System had been taken work was progressing well and that it should be functional shortly. The Clerk reported that the existing financial management systems would continue to run parallel with Scribe for the remainder of this financial year.

7. To Consider Subscribing to Parish Online

The Town Clerk requested that the Committee review its previous decision not to comment a trial period for three months taken at its last meeting given the value the system could provide to supporting existing work/

Resolved to subscribe to Parish Online at a cost of £405 plus VAT for the first year which is discounted by 10% for each subsequent year of subscription.

8. To resolve to exclude the press and public to enable discussion of confidential matters relating to staffing.

RESOLVED that under section 1 item 2 of the Public Bodies (Admission to Meetings) Act 1960, members of the press and public be excluded from the meeting to allow discussion of confidential staffing matters.

9. Confidential item

9.1 Proposed Changes to Staffing Structures

The Town Clerk had previously circulated a confidential paper to the Committee setting out proposals for a change to the current structure of the Town Council given the decision of the current Finance Officer to step down from her role once the Scribe Accounting system is in place. It was noted that the structure would need to be revisited as it becomes clearer what additional roles and responsibilities would be passed to The Town Council through the implementation of any unitary authority arrangements. The proposed structure can be delivered within the staffing budget set for 2021/22.

Recommended to full Council:

1. The redesignation of the post of Assistant Clerk to a Deputy Responsible Financial Officer/Assistant Clerk and regraded in accordance with the recommendation from SALC.
2. The current Assistant Clerk postholder is slotted into this post.
3. Instead of recruiting a second Assistant Clerk recruit an Administrative Assistant/Apprentice at an appropriate time when the office is being utilised

12. Date of next meeting

This was set for Wednesday 24th March 2021 at 2.30 pm

There being no further business, the meeting closed at 2.45 pm

END