

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE OF  
BARTON-LE-CLAY PARISH COUNCIL HELD ONLINE  
ON MONDAY 7<sup>th</sup> DECEMBER 2020 COMMENCING AT 7.31PM**

Present: Councillors Mr J Roberts (Chair), Mr J Selley (Vice-chair) and Mrs B Thomas

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

**20/403 APOLOGIES FOR ABSENCE – Councillor Mr L Davison-Williams**

**20/404 SPECIFIC DECLARATIONS OF INTEREST – None Received.**

**20/405 MATTERS ARISING**

The Groundsman has now completed his First Aid, Pesticides, Strimming and Hedge-cutting courses.

The Basic DBS Check for one of the Playground Keyholders is still outstanding.

**ACTION** – Clerk to liaise with the employee to get this completed as soon as possible and will update the Committee in one month's time if further action is required.

**20/406 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 5<sup>th</sup> OCTOBER 2020**

A copy of the minutes was provided to all members ahead of the meeting. Councillor Roberts **PROPOSED** approval of the minutes of the Pay & Personnel Sub-Committee meeting held on 5<sup>th</sup> October 2020, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

**20/407 EXEMPT BUSINESS –**

Resolution to exclude members of press and public from debate on agenda items 20/408 to 20/413 (Standing Order 67). "That in view of the confidential nature of business being transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw".

Councillor Roberts **PROPOSED** the above resolution be passed, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**. There were no members of the press or public present.

**20/408 TO CONSIDER AND RECOMMEND THE COMPLETION OF THE GROUNDSMAN'S PROBATIONARY PERIOD**

The Groundsman completes his 6-month probation period at the end of December. The Clerk will undertake a review of his performance and has requested feedback from Councillors ahead of the review, to support the discussion. Councillor Roberts **PROPOSED** that based on the feedback received to date, to recommend the Groundsman has successfully passed his probationary period and his continuing employment be confirmed, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

The Clerk reported that the Groundsman, during the recent Lockdown period, has been assisting one of the post-delivery people locking up the Football Club gates in the evening when they finish their shift. This is being done in his own time as a gesture of goodwill and not part of his council duties. It was recommended that the Clerk contacts Barton Rovers Football Club to take responsibility for this task for their tenants going forward.

**20/409 TO CONSIDER AND RECOMMEND THE HOLIDAY CARRIED FORWARD FOR THE GROUNDSMAN**

The Groundsman had booked holiday for the week commencing 14th December, to leave him 5 days to carry forward to 2021, in line with policy. However, an ashes interment has been requested on the Friday and the family are unable to amend the date for all the family to attend. The Groundsman is happy to dig the grave but it will potentially leave him an extra day's holiday untaken. Due to his training over the Summer and courses over the last month, he has not taken his holiday previously. If there is any football cancelled during December, he can use the remaining day then, if necessary. Councillor Roberts **PROPOSED** to recommend approval for the groundsman to carry forward an extra day as an exception, if necessary, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

**20/410 TO RECOMMEND TRANSFER FROM EMR FOR GROUNDSMAN'S TRAINING PERIOD SALARY COSTS**

Last year £4000 was set aside in the Ear Marked Reserve 321 to cover the cost of recruiting and training the new groundsman. This included additional salary costs for the new

groundsman to be taken on and work alongside the existing groundsman until he retired. Cost of courses was £1276. Cost of uniform was £190. Therefore, £2500 remains to transfer to the salary budget. Councillor Roberts **PROPOSED** recommendation that the remaining balance of £2500 be transferred from EMR 321 to Groundsman Salary cost code 4003, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

**20/411 TO CONSIDER AND RECOMMEND THE REIMBURSEMENT OF COSTS FOR THE ASSISTANT CLERK'S EYE TEST AND GLASSES IN LINE WITH HEALTH & SAFETY REQUIREMENTS**

As part of its Health & Safety obligations as an employer, the Parish Council should pay for eye tests for staff who regularly use Display Screen Equipment. At the last meeting, it was agreed that a payment of £25 could be made towards the cost of any test for the Office staff. In addition, if staff need glasses for VDU work, the employer should also provide these.

The Assistant Clerk has recently had an eye test and been prescribed glasses for reading/VDU work only. She has purchased the glasses at a cost of £129.98. Councillor Roberts **PROPOSED** to recommend the full reimbursement of the cost of £154.97 for the eye test and glasses for the Assistant Clerk, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

**20/412 REVIEW OF COMMITTEE EXPENDITURE FOR 2020/21 AND TO CONSIDER AND RECOMMEND DRAFT BUDGETS FOR 2021/22**

Details of the year-to-date and year-end forecast figures were provided ahead of the meeting. After the adjustment agreed under agenda item 20/410, the projected year-end spend figure is £101,657 against a Budget of £103,003.

Budget for 2021/22 has been drawn up to reflect the latest Government guidance regarding Public Sector workers pay 2021/22, which will impact the annual April 'cost of living' pay for Parish Council workers. As a result, no pay increase is proposed for staff earning more than £24,000 FTE and staff earning less than that will be awarded up to £250 FTE. Any contractual performance-based rises will still be applied, in line with the NJC pay scales.

Following discussion, it was agreed that realistic assumptions have been made with regards to the total salary costs. Councillor Roberts **PROPOSED** the recommendation of the draft 2021/22 Pay & Personnel budget, with a £101,971 sub-committee precept. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

**20/413 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

There was none.

The meeting closed at 8.02pm.