



**Minutes of the Personnel and Finance Committee held at 7.00pm
at the Arts & Heritage Centre on 28 November 2023**

Present: Cllr J. Wright, Cllr J. Bowman (Chair), Cllr R. Lyus, Cllr J. Cox,
In Attendance: Cllr S. Hodson, Michelle Moss,
Members of public present: 0

- 1. To receive declaration of interests and requests for dispensations and to consider granting dispensation(s) - Ref: 2565**
Cllr Bowman noted an interest in anything to do with 2-4 Market Place
- 2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 s85(1) - Ref: 2566**
It was noted that Cllrs Galligan and Milner were not present but had not sent apologies.
- 3. Public Participation (10 minutes max). Individual members of the public are permitted to address the council for up to 5 minutes each - Ref: 2567**
None
- 4. To review and approve the draft minutes from meeting of 31st October 2023 - Ref: 2568**
RESOLVED to approve the minutes from the Personnel and Finance meeting of 31st October 2023 and accept as a true record of the meeting.
Proposed: Cllr R. Lyus Seconder: Cllr J. Cox All in favour
- 5. To review the proposed budget for 24/25 and make any final recommendations to full council - Ref: 2569**
It was noted that: the draft budget had been accepted by full council at the meeting on 9th November, and no changes suggested; the precept requirement for 24/25 had been submitted to WLDC on 24th November, the precept requirement included the financial provision for PWL as per the full council meeting on 9th November; as discussed previously, the provision for the PWL includes income of circa £60k from the loan repayments from CDCT and expenditure of circa £60k for the PWL and the change in reserves needed to reflect the increased operating costs; the budget includes the additional £10k in ear marked reserves which will be built up to £30k over the next 3 years to off set some of the risk of non-repayment of the CDCT loan; the budget proposal including PWL includes 4 months reserves, rather than the 40% reserves agreed in the Reserves Policy by P&F at the meeting on 31st October; to make the reserves 40% would take them to circa £82k and require a precept of approx £170,000 or an increase of 55%; if CTC increase the precept for the PWL and the loan is not needed, we would end up with reserves at the very top end of the level permitted and would likely have negative comments from residents and audit.
An additional project request had been received from a councillor - to strip and recoat the cenotaph railings. The high level cost for this has been estimated at £3000. The impact on the budget requirement would be £3000 increase, plus £1000 general reserves increase, meaning a total precept of £156291, an increase of 42.23% in total.

RESOLVED to recommend to full council to leave reserve projection at 4 months operating costs; to recommend to full council to include the proposal for the railings in the revised budget and try to get more indicative costs in prep for the next council meeting.
Proposed: Cllr R. Lyus Seconder: Cllr J. Wright 1 abstained
- 6. To resolve to move into closed session for the remainder of the meeting - Ref: 2570**
RESOLVED to move into closed session for the remainder of the meeting.
Cllr Hodson left the meeting.
Proposed: Cllr R. Lyus Seconder: Cllr J. Cox All in favour
- 7. To receive details of the council workers pay award for 2023/24 and agree back pay - Ref: 2571**
It was noted that the unions had agreed the pay award for 23/24 and it had been back dated to 1st April 2023.

Signature:



RESOLVED to accept the pay award for all staff and pay the back pay owed from 1st April 2023.

Proposed: Cllr R. Lyus Seconder: Cllr J. Cox All in favour

8. Review employees holiday outstanding for 2023 and decide how to proceed - Ref: 2572

It was noted that the holiday year runs Jan to Dec; one member of staff has a significant amount of holiday left to take.

RESOLVED to encourage everyone to take their holidays owed; offer to pay the staff member for up to 50% of the holiday hours outstanding; and administer the remaining holiday in line with contracts.

Proposed: Cllr J. Cox Seconder: Cllr R. Lyus All in favour

Meeting closed at 8:07pm

Signature: