

CORFE MULLEN TOWN COUNCIL
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Minutes of the Meeting of the Confidential Town Council Staffing Committee held at 11am on Thursday 3 March 2022 in the Small Hall, Corfe Mullen Village Hall

Present: **Councillors**
P Purvis (Chair)
P Holland
B Honeyman
S Jefferies
D Sowry-House

In Attendance: Nicola Gray (Town Clerk)

SS 21/20 To Receive and Accept apologies for absence (LGA 1972 s85 (1))

There were no apologies for absence.

SS 21/21 To Record any declarations of interest Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

There were no declarations of interest.

SS 21/22 To Approve minutes of meeting held on 15 October 2021 LGA 1972, sch 12, para 41 **A**

It was noted the minutes said the meeting had been held via Zoom online when it had been held in the Town Council Office. Subject to the location being amended, the minutes of the meeting held on 4 October 2021 were APPROVED.

SS 21/23 To Consider and Recommend Actions in Respect of Staffing Matters **Verbal**

The Clerk reported on the redundancy process which had taken place and the change of position of one member of staff resulting in there being no redundancy situation, and the following process which took place. The matter had closed on 23 February 2022 and an advert was placed on "Dorset Jobs for You" website for an Administrative Assistant.

Cllr Purvis noted the need to advertise without delay and this had been done under the delegated authority from the Council back in October. The Clerk noted the need for the Council to note the new position and the pay scale, although this would see an annual saving to the Council.

It was **RESOLVED** to recommend that Council note the new post of Administration Assistant commencing at SCP 11 (£20,092) pro rata 20 hours per week.

The Clerk updated members on the staff sickness, other various issues which were ongoing and the NJC (National Joint Council) pay award which had been agreed and should be backdated to 1 April 2021. The Clerk noted that as the Council employed its staff on the national "green book" terms, approval of the increase was not required but Council should note the 1.75% increase across the pay scales.

It was **RESOLVED** to recommend the Council note the 1.75% increase to NJC pay scales which is backdated to 1 April 2021.

SS 21/24 To Consider Outsourcing of Payroll

Verbal

The Clerk noted the recent interim internal audit review had recommended outsourcing of the Council payroll. The reasons behind this were that the current method meant the Clerk was paying herself and individual staff members pay was listed in the bank statements. Outsourcing the payroll would eliminate both issues and free up Clerk time, especially at year end.

The Clerk had obtained 2 quotes from companies providing this service to other Town Councils. Both providers would carry out all payroll processes and payments direct to staff, HMRC and LGPS, meaning the Council would pay one sum each month to the Company, eliminating the staff salaries being shown in the bank statements.

- Provider A quoted the first month £290 +VAT with subsequent months at £40 +VAT, totalling **£730 +VAT per annum**.
- Provider B quoted £101.40 +VAT per month totalling **£1216.68 per annum**.

The Council currently pays £39 per month for SAGE payroll which is split between the Village Hall and the Council, but there is no financial factor for the Clerk and Deputy Clerk's time in running the payroll each month and at year end.


It was **RESOLVED** to recommend Council APPROVE Provider A to take over the payroll process and payments for the Council.

SS 21/25 Matters for forthcoming agendas No decisions can be taken ¹

There were no matters for forthcoming agendas.

SS 21/26 To Agree a date and time for the next meeting - the date and time of the next meeting to be set as and when required.

SS 21/19 Meeting closed at 12:15.

Signed as a correct record of the meeting.....  Date..... 7/6/2022.....

¹ Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119)