

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON MONDAY, 10 OCTOBER 2011

PRESENT: Councillor H C Hamilton (Chairperson), together with Councillors G D Davey, J Evans, S A Hodges, K Kuhnell, B I Shaw, K Evans and T C Stenstrom.

ALSO PRESENT: Cliff Lewis - Town Clerk (Observer)
Angie Norman - Deputy Town Clerk
Robyn Walsh – Administration

R185. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors B Brooks, S C Egan and C Turner.

R186. DECLARATIONS OF INTEREST

None were received.

R187. MINUTES OF THE RESOURCES COMMITTEE'S MEETING HELD ON MONDAY, 11 JULY 2011

RESOLVED that the minutes of the Resources Committee Meeting held on Monday 11th July be approved and signed as a correct record subject to the following amendments:

1. Minute number R183. That a preamble be added to read as follows 'Members were requested to consider whether any adjustments to the Executive Officers remuneration should be implemented due to the reduction in the number of staff employed by the Town Council. It was agreed that should there be a protection clause within the National Agreement on Pay and Conditions that this should be taken into consideration.'
2. Minute no. R184. That the minute be amended to read "**RECOMMENDED**" and not "**RESOLVED.**"

R188. BUDGETARY MONITORING REPORT FOR APRIL 2011 TO AUGUST 2011

Councillor Stenstrom commented that on page 522, the Corporate/Staff Training budget would not be sufficient to fund training for the Town Clerk, Deputy Town Clerk and Administrative Assistant.

RESOLVED

1. That the matter would be taken to the Finance, Policy & General Purposes Committee with the suggestion that; £500 could be transferred from the Councillor Training budget to the Staff Training budget.
2. That in order to forecast the needed budget for the training of the new Councillors next year, a letter be sent to the Vale of Glamorgan Council enquiring what training will be available to Councillors following the 2012 elections.

R189. TO DISCUSS THE RESALE OF SURPLUS COMPUTER EQUIPMENT

The resale of the unused computer equipment currently being stored in the Town Council offices was discussed.

Councillor Hodges questioned the value of the equipment and wanted to ensure that they were resold for the correct amount and in the fairest way possible so that all Councillors and members of staff were given equal opportunity to acquire one if desired.

Councillor Kuhnell estimated that the monitors were worth £70 each and the operating system was worth £45 each approximately.

RESOLVED

1. Councillor Hamilton to get independent advice on the resale value of the computers.
2. Once Councillor Hamilton has got independent estimates, a memo is to be sent to all staff and Councillors advising them of the proposed resale value and asking anyone interested to put their name forward and the names will then be drawn from a hat.

R190. SICKNESS ABSENCE

Councillors were happy that the level of sickness absence had decreased from last year. However, they were concerned by the two accidents that had occurred within the office. Councillors were advised that they were very minor injuries.

RESOLVED

- a. That the 'Comparison and Analysis of Sickness Absence' be received and noted.
- b. That the 'Sickness Absence Summary' be received and noted.

R191. ACCIDENT STATISTICS

RESOLVED

That the report be received and noted.

R192. STAFF AND COUNCILLOR TRAINING AND DEVELOPMENT PROGRAMME UP TO 30 SEPTEMBER 2011

RESOLVED

That the report be received and noted.

R193. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Resources Committee be scheduled for Monday 28th November 2011 at 7.00pm.

R194. EXCLUSION OF THE PRESS & PUBLIC

RESOLVED that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

R195. BANK HOLIDAY WORKING AT MERTHYR DYFAN CEMETERY

Councillor Hamilton expressed his disappointment with the report as it did not show the use of the statistics the Resources Committee had asked for. Members all agreed that they wanted the report to show statistics of how many people were using the cemetery on the bank holiday days. It was felt that this was the only way to decide which days would be most beneficial to open the cemetery.

Members all agreed that Christmas Day, Boxing Day and the Easter bank Holiday will be very busy periods and will need to be manned.

RESOLVED that the matter be referred to the Working Party Group for members to review and decide upon which days warrant time and a half and double time payments, and to also review the cemetery usage statistics and that a report be submitted to full council on 14th November 2011.

R196. 37 HOUR WORKING WEEK ADJUSTMENT TO CEMETERY STAFF WORKING HOURS

Members were given a copy of the report providing information on the introduction of a 37 hour working week adjustment to cemetery staffs working hours.

It was noted that all new contracts of employment had been signed and returned by all cemetery staff.

RESOLVED that the Report be received and noted.

R197. UPDATE ON STAFF REVIEW

The committee discussed the Staff Structure Update and the report was given by the Chairman of the Working Party Group on their deliberations. The Committee discussed several items in relation to this and endorsed the Working Party Groups findings. The assessment of the members of staff will take place as soon as the Leader returns, this is hoped to happen within the next two weeks. The Chairman was asked to convey to the Town Clerk the Committees views on the emails that he had received with reference to the queries, and the Chairman would make suggestions to the Town Clerk as to what progress is to be made regarding these emails. A suggestion was made whether it was possible to inform the participants of these emails as to the facts that the Executive Officer was no longer an employee of the Town Council.

RESOLVED

1. That the Working Party Group's deliberations be received and noted.
2. That the Chairman is to contact the Town Clerk with suggestions regarding the emails.

R198. NEW TEMPORARY ADMINISTRATIVE ASSISTANT

It was noted that Robyn Walsh, the new temporary administrative assistant was introduced to members of the Committee at the start of the meeting.

Members were advised that in the report it should be clarified that the post is temporary for 6 months, where by it will be reviewed along with the other job roles (i.e. Town Clerk and Deputy Town Clerk) at the end of this period.

RESOLVED that the report be received and noted.

The meeting ended at 8.00 pm

Signed.....
(Chairperson)

Dated.....