

**Personnel held on 29th February 2024.**

80/23/24

**TO RECEIVE THE PERSONNEL COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members that the staff training budget codes are split across Services, Library and Policy and Finance in the same manner as the salaries. There is potential for staff to miss training opportunities due to the lengthy approval process for training requests over the delegated amount of £200.

Members asked various questions.

The Town Clerk confirmed that salary incremental is a recommendation to Full Council.

It was **RESOLVED** to note the budget statement.

It was proposed by Councillor Dent, seconded by Councillor Martin and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee held on 12<sup>th</sup> March to consider virement of the staff training budget codes to the Personnel Committee to assist with staff training requests in line with the Committee Terms of Reference.

It was proposed by Councillor Martin, seconded by Councillor Dent and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee held on 12<sup>th</sup> March to consider virement of the staff salary budget codes to the Personnel Committee.

81/23/24

**TO RECEIVE REPORTS ON STAFF TRAINING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

A. Training Budget

It was **RESOLVED** to note.

B. Training Attended

Councillor Foster left the meeting and then re-joined the meeting during discussion of this item.

It was **RESOLVED** to note.

C. Training requests

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously resolved to **RECOMMEND** to the Services Committee to be held on 11<sup>th</sup> April to ratify the Town Clerks delegated authority for the Service Delivery Manager to attend RoSPA Routine Visual Inspection course at a cost of £335+VAT allocated to budget code 6676 Services Delivery Staff Training.

It was proposed by Councillor Stoyel, seconded by Councillor Foster and unanimously resolved to **RECOMMEND** to the Policy and Finance Committee to be held on 12<sup>th</sup> March to approve the Finance Officer to attend the Local Government Association Employer Role training on the 16<sup>th</sup> April at a cost of £250+VAT allocated to budget code 6656 Staff Training.

86/23/24

**TO RECEIVE A REPORT ON BRIGHTPAY SOFTWARE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and unanimously **RESOLVED** to:

1. Purchase an annual licence for BrightPay 2024/25 at a cost of £289+VAT;
2. Purchase BrightPay Connect at a cost of 0.65p+VAT per employee per month;
3. **RECOMMEND** to the Policy and Finance Committee held on 12<sup>th</sup> March that the associated cost be allocated to budget code 6305 Finance Software due to the function moving back in-house.

89/23/24

**TO REVIEW ROSEVALE ACCOUNTANTS FINANCE SERVICE AND  
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Foster and unanimously **RESOLVED**:

1. To continue with the temporary appointment of Rosevale Accountants to support the Finance Officer with the year-end and AGAR work;
2. At a cost of £33+VAT per hour;
3. The Town Clerk to continue to oversee the working relationship with Rosevale and ensure contracted hours are only as necessary and stay within budget;
4. To note the 12 month training plan ceases on 31<sup>st</sup> March 2024;
5. To **RECOMMEND** to the Policy and Finance Committee held on 12<sup>th</sup> March to allocate the associated cost to budget code 6661 Finance Consultancy Fees.