



Minutes of the Meeting of the Personnel & Asset Management Committee

This meeting was held in the Chambers at the Town Hall
at 10am on Wednesday 20th April 2022

Those Present:

Members with voting rights:

Town Mayor Cllr Johanna Maitland (JM)
Deputy Town Mayor Cllr John Stewart (JCS)
Cllrs: Amanda Stott (AS), Angela Williams (AW).

Town Clerk: Julie Mason

Chair: Town Mayor Cllr Johanna Maitland

Declarations of Interest:

None were declared.

Members of the Public

Cllr K Edwards was present to discuss the land transfer from BTC to Bollington Health & Leisure and the associated blocked drain at Heath Road. He also wished to express his views on the land transfer for allotments.

Apologies

Nil

PA 19/22 To approve the minutes from the Personnel and Assets Committee on 7th March 2022

Resolved the minutes were agreed as a true and accurate record.

PA 20/22 Matters raised from the minutes

RESOLVED To note the asbestos works costs – Civic Hall = £890.00 and storage area £890.00 Total £1,780.00 subject to VAT.

To note a letter has been filed with the Canary Club, BLOG and the Art Club that if any damage occurs it is at their cost.

PA 21/22 To receive an update on the insurance works at the Civic Hall.

The false ceiling in the foyer had been replaced and the majority of the plaster work completed but there was still a gap in the wall which needed replacing and painting. The sensor to the fire alarm system was not replaceable and the fire alarm company had advised that to upgrade the Protec system it would be £4,500 (the was a verbal cost and not yet received). There had been two other quotes received at:

- £5,121.58 plus VAT – Commercial Fire Systems Ltd
- £6,500 plus VAT

Resolved the Committee recommend replacing the system with Commercial Fire Systems subject to retrieving some of the monies from the insurance company.

PA 22/22 To agree the maternity cover ruling for BTC employees to enter into the handbook.

The options were.

- The Green Book enhanced maternity pay scheme states that if a pregnant employee has more than one year's continuous service at the point of the 11th week before the expected week of childbirth will be entitled to enhanced Maternity pay as follows:
 - 6 weeks' leave payable at 90% of normal pay;
 - 12 weeks' leave payable at 50% of normal pay, plus Statutory Maternity Pay at the relevant rate; (capped at 100% of normal pay) and
 - 21 weeks' leave payable at the relevant rate of Statutory Maternity Pay

If an employer has an enhanced maternity pay scheme then they should offer the same enhanced pay to an employee going on adoption leave to avoid discrimination claims. This is because same sex couples are likely to adopt.

- Statutory Maternity Pay (SMP) is paid for up to 39 weeks. You get:

90% of your average weekly earnings (before tax) for the first 6 weeks.
 £151.97 or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks SMP is paid in the same way as your wages (for example monthly or weekly). Tax and National Insurance will be deducted.

Resolved the Committee recommended the Green Book enhanced maternity cover subject to Full Council approval.

PA 23/22 To accept the minutes from Cllr Ken Edwards from the meeting with Thorneycroft Solicitors on 30th March in reference to the Bollington Health & Leisure land transfer and to make the committee aware of progress with the land drain.

The notes were accepted by the Committee and the explanation about the transfer and the co operation from Cheshire East to complete a 'mirrored' transfer to BHL were discussed. The responsibility on the TC was high at this time as if anything happened and BHL left it would be left to the TC to resolve and take ownership of BHL. It was noted that 'Competition Line' would have some responsibility through the loan. The blocked drain on the encroached land was also discussed and a way forward as the resident did not wish to allow the TC on site to unblock the drain. The Clerk had circulated a letter which she had drafted to send the resident to try and resolve the situation following advice from Thorneycroft's.

Resolved the Town Council would like the twelve months break out clause removed in their contract with Bollington Health & Leisure.

Resolved subject to the redrafted letter by Cllr AS and the Clerk would send to the occupier of 9 Heath Road and send a copy to Thorneycroft's Solicitors.

PA 24/22 To consider the land transfer for allotments from Cheshire East at Harrop Road and consider the minutes from the allotment association at Harrop Road.

There was concern from existing allotment holders that they did not want the new allotment holders to access the site through their site and the Ward Cllr was concerned about parking to existing residents. Currently there was only two/three car parking spaces at Harrop Road which would not service the two sites. The map which Cheshire East had sent was discussed and it was felt there should be pedestrian access from the bottom on the site and the section of land at the top of the existing allotment site to the east, should be included and another vehicle access plus car parking obtained. It was recognised that there would be a larger budget needed to be allocated to create hard standing and fencing.

Resolved the boundary was amended to gain two extra accesses to the site.

Resolved a letter would be sent from the TC to the Harrop Road allotment holders to assure them there would be no impact to their site.

PA 25/22 To agree a Cllr to attend a meeting with the Clerk with Heath Road allotment holders on 24th May 2022 @ 5pm.

Resolved Cllr K Edwards would attend the meeting with the Clerk.

PA 26/22 To note the repair to the Civic Hall roof at a cost of £177.60 inc. VAT.

Resolved the cost was noted by the Committee.

PA 27/22 To receive the minutes from the meeting with CHUG on 16th February 2022 and to consider a reversal of a decision to not replace the fire alarm system at the Civic Hall from notes supplied by BLOG from a CHUG meeting.

The minutes were accepted by the Committee.

Resolved the Clerk would make arrangements to repair the closing door and install a self-closing arm on the main entrance.

Resolved the Clerk would gain a quote to install self-controlling thermostats on the radiators.

Resolved the request from BLOG to have an updated fire alarm system to enable them to use white smoke at their productions had been addressed under PA 21/22.

PA 28/22 To agree the price increase for the Civic Hall Hire from 30th May 2022

There had been a suggested increase in the costs for the Civic Hall hire rates.

Resolved the Committee accepted the increases in charges subject to two amendments.

PA 29/22 To receive feedback from the meeting with the Clerk and Brookbank House on 1st April 2022.

The meeting was communicated by the Clerk and their concerns about the sale of the Town Hall and their wish to renew their lease. The Clerk advised them to write to the TC to enquire.

They had also pointed out a crack in the wall which was their adjoining wall to the Town Hall.

Resolved the Clerk would gain advise from a builder if it was concerning.

PA 30/22 To note the cost of replacing the glass at the security hatch in the Town Hall for fire regulations.

The quote was £315.00 plus VAT £63.00 = TOTAL £378.00

Resolved the quote was accepted and the Clerk was instructed to instruct the works.

PA 30/22 To agree the interview panel for the new Finance Assistant, closing date 22nd April 2022.

Resolved the interview panel would consist of Cllr JM, Cllr AS and the Clerk. Interviews would take place from 13th/14th May 2022.

PA 31/22 To accept the Clerks Appraisal

The Mayor had circulated the Clerk's appraisal to the Committee. Some points were noted.

Resolved the appraisal was accepted by the Committee

The Mayor asked the Clerk to gain advice from CHALC on her new job description.

PA 32/22 To accept the purchase of some extra tools for the Town Wardens

The Clerk was requested to gain a quote for a mobile Jet Washer.

To note the next date of the Facilities Committee will be 13th June at 10.00am and Personnel Committee on the 22nd June at 10.00am

Meeting closed at 11.50am

It was noted the garage roof had been repaired at a cost of £354.00

Resolved the cost was accepted.

It was noted the Clerk had been given delegated responsibility to carry out the remedial asbestos works, and this was being completed at the Civic Hall on 7th & 10th March 2022.

The storage area behind the seating area in the Civic Hall was full, disorganised and needed attention to allow the works to take place. The Clerk had organised clearing with the relevant users. The Committee agreed that the Clerk was to ensure the users were not allowed to damage the ceiling after the works had taken place or they would be charges incurred by the users.

PA 13/22 To agree the maternity cover for BTC employers to enter in the handbook

This was deferred until the next meeting until the Clerk had undertaken more research.

PA 14/22 To accept a motion on Compassion in Politics

The Chair proposed the TC accepted this motion which enabled members to have respect for each other in their working council life. Ms. J Weaver – CHALC was an ambassador for Compassion in Politics. Cllr JCS thought in his Mayoral year he wished to drive values, respect, honesty, and trust within the Council. It was noted there would be a new Code of Conduct soon and this would go together with the adoption of the Compassion in Politics.

The Committee felt it would be a valuable motion and wished it to be adopted by Full Council.

PA 15/22 To agree the overtime for the Town Wardens for outside events.

It had been previously agreed the Town Wardens would be paid overtime for outside events of which BTC sponsored e.g., Bollington Love Markets, Well Dressing and the Kerridge Parade.

Resolved the Town Wardens would be paid time and half for Saturdays and double time for Sundays.

Resolved the Clerk would organise in 2022/23 that the outside bodies would include the road closure cost in their grant application.

PA 16/22 To note the Town Hall carpets had been cleaned at a cost of £200

Resolved this cost was accepted.

PA 17/22 To agree the Mayoral Allowance

Both Cllr JM and Cllr JCS wished to dispute the method the allowance of £978 was paid. The Clerk had gained advice from SLCC and the allowance could be left under a budget heading and not paid through the payroll but allocated to the Chairman's allowance but this was specific on its allocation e.g. it could not be utilized for childcare or clothing costs for events but it would be suitable to be for travel expenses.

Cllr AS thought it should be the Mayor's choice.

Resolved it would be the incoming Mayor's option if they wished the allowance to be paid through the payroll or a budget allowance which they would produce receipts.

Resolved Cllr JM would have to accept the second tranche of 2021/22 allowance.

Resolved Cllr JCS would not have the Mayor's allowance paid through the payroll in 2022/23.

PART B

Under Standing Orders 3d - Exclusion of the Public.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential natures of the business to be transacted or for other special reasons.

The public's exclusion from part or all a meeting shall be by a resolution which shall give reasons for the public's exclusion.

It was **Resolved** to move to Part B

Resolved the Committee would start the process of recruiting a Finance Assistant to commence in the new financial year as agreed at Full Council.

The Clerk noted to the committee that the salary increase for the sector had been approved and the staff would have it back dated to the beginning of the financial year. The staff which had left would also be entitled to the increase.

PA 18/22 To note the next meeting is on Wednesday 30th March 2022 in the Town Hall Chambers.

Meeting closed at 11.20 am