



TOWN COUNCIL OFFICES
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Four members of the public were present.

Lucy Smith – Rubbish Art Project – explained that the grant applied for would be towards running workshops for Christmas art installations/decorations for the Christmas tree.

Minutes of a Meeting of Shepton Mallet Town Council’s Policy & Resources Committee held in the **Asham Committee Room of Mendip District Council Offices, Cannards Grave Road, Shepton Mallet** on **Tuesday 6th November 2018** when the following business was transacted:

Present: Mrs B Manley & Mrs J Marsh, Messrs N Chambers, J Hardy, C Inchley, G Kennedy, J Parham and N Shearn together with Office Manager Mrs P Robertson.

P&R21.1 To receive apologies for absence.

Cllr Scott.

P&R21.2 To receive any declarations of interest in items on this agenda.

None.

P&R21.3 To receive and approve the Minutes of the Policy & Resources Committee Meeting held on 4th September 2018.

Resolved that the Minutes of the Policy & Resources Committee Meeting held on Tuesday 4th September 2018 that had been previously circulated be taken as read approved as such and signed by the chairman.

SIGNED: (CHAIRMAN) DATE:.....

P&R21.4 To receive the report of the Acting RFO:
1. Method of payment of staff salaries (RFO)

The current process for paying staff salaries is:

1. Payroll report received from PATA Payroll
2. Payments manually entered into Unity Trust via on line banking service to be paid on/about 25th of the month
3. Payments authorised by two councillors

With the election approaching next May and the prospect of no current signatories being elected, who are set up for on line authorisation, there needs to be a system in place to ensure staff are paid.

Unity Trust Bank offers an e-Payment system whereby payments can be uploaded via a template monthly and the authorisations are already in place. There are some set up costs and monthly fees as follows:

Set Up (One-off cost)	£300.00
Template (One-off cost)	£125.00
Monthly charge	£ 12.00
File submission charge (monthly)	£ 2.75 + 0.48 per employee (e.g. 3 x 0.48 = £1.44)

This system takes approximately 8 weeks to set up and should therefore be actioned now

P&R21.4 Resolutions

- 1. To receive nominations and elect a member to the vacancy on the Committee**
(please note that Cllr Stevens has expressed his willingness to serve)

Resolved that Cllr Stevens fills the vacant seat on the committee.

- 2. To receive the financial statement for the period 1st April 2018 to the 30 September 2018.**

Received but wish to have them in a more understandable form. The new RFO to review how they are presented.

- 3. To agree the Committee's budget for the financial year 2019/20 and make recommendations to full Council**

A discussion was held and a proposal was agreed to be put forward to full Council.

Cllr J Marsh left the meeting at 8.00pm.
Cllr N Shearn left the meeting at 8.05pm.

SIGNED: (CHAIRMAN) DATE:.....

4. To resolve to set up a BACS system for the reliable payment of staff salaries.

Resolved that the recommendations in the Acting RFO report be adopted.

5. To agree the recommendation of the Staffing Sub-Committee and make a temporary salary uplift to the Acting RFO to SCP 33 (within the RFO scale 33-37), backdated to 1st September 2018.

Agreed.

6. To agree the recommendation by the Staffing Sub-Committee that a part time Admin Assistant should be recruited for an initial period of one year to cover maternity leave.

Agreed.

7. To note that the Town Clerk's NJC contract has been approved by the Staffing Sub-Committee, signed and initialled on each page by Cllrs Chris Inchley, SMTC Chairman, and John Parham, Chairman of Policy & Resources.

Noted.

P&R21.5 Grant Applications

1. Shepton Mallet Snowdrop Festival - £1000.00

Resolved that a grant of £1000.00 be awarded.

2. Somerset & Wessex Eating Disorders Assoc. (SWEDA) - £700.00

Resolved that a grant of £700.00 be awarded.

3. Rubbish Art Project – £2610

Resolved that a grant of £1900.00 be awarded.

P&R21.6 Date & Time of next meeting – Tuesday 15th January 2019

SIGNED: (CHAIRMAN) DATE:.....