



SHAVINGTON
CUM
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**Shavington-cum-Gresty Council
Staffing Committee meeting**

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

7 October 2022

To: **Members of the Staffing Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Staffing Committee** to be held at **7:30PM** on **Wednesday 12 October 2022** at **Shavington-cum-Gresty Village Hall, 159 Main Rd, Shavington, CW2 5DP.**

Your sincerely,

Simona Garner
Parish Clerk

AGENDA

1	To receive and consider apologies for absence
2	To note declarations of Members' interests
3	To confirm and sign the minutes of the Staffing Committee Meeting held on 3 August 2022 (attached)
4	To consider the YTD financial position of the Staffing Committee (attached)
5	To receive and consider an update with regards to the NJCP 2022/23 pay rise
6	To consider a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of item 7 on the grounds that the matters contain sensitive information

	and by reason of confidential nature of the business being transacted.
7	To receive and consider an update on staffing matter

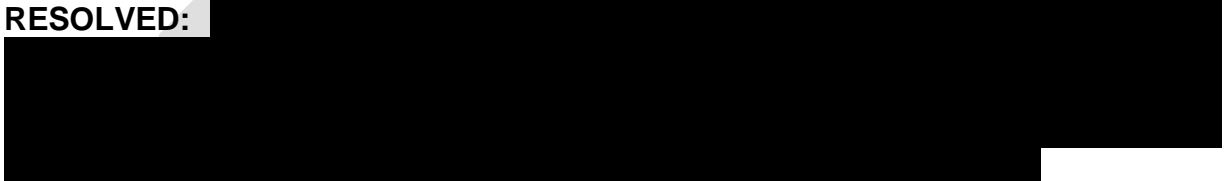
Shavington-cum-Gresty Council
Staffing Committee meeting
Main Road,
Shavington, Crewe
CW2 5DP



MINUTES of the meeting held on **Wednesday 3 August 2022**

In attendance: Cllr Buchanan, B Gibbs, K Gibbs, Jones, McIntyre

ScG St/22/2/1	To receive and consider apologies for absence
	No apologies were received.
ScG St/22/2/2	To elect the Committee's Chair and Deputy Chair
	RESOLVED: that Cllr Buchanan and Cllr Jones are elected Chair and Deputy Chair of the Staffing Committee respectively.
ScG St/22/2/3	To note the Term of References for the Staffing Committee
	Councillors NOTED the Committee Term of References.
ScG St/22/2/4	To note declarations of Members' interests
	No declaration was made.
ScG St/22/2/5	To confirm and sign the minutes of the Staffing Committee Meeting held on 16 February 2022
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record.
ScG St/22/2/6	To note and consider the following policies: <ul style="list-style-type: none">- Employee Handbook (attached)- Officer Code of Conduct (attached)- Dignity at work policy (attached)- Equal Opportunity Policy (attached)
	Councillors NOTED the report.

	RESOLVED: that the policies are approved and recommended to Full Council for adoption
ScG St/22/2/7	To consider the YTD financial position of the Staffing Committee
	Members NOTED the YTD financial position of the Staffing Committee
ScG St/22/2/8	To consider a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of items 9 and 10 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
	RESOLVED: that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press are excluded from the meeting during the consideration of items 9 and 10 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
ScG St/22/2/9	To receive and consider an update on staffing matter
	The Clerk updated Members with regards to staffing arrangements. Members NOTED the update. RESOLVED: 
ScG St/22/2/10	To consider and inform the budget setting process for 2023/24 financial year
	Members NOTED the report. RESOLVED: that the DRAFT Staffing budget 2023/24 is approved and recommended to F&S Committee
ScG St/22/2/11	To note the date of the next Staffing Committee Meeting – 12 October 2022 7:30PM
	Councillors NOTED the date of the next Staffing Committee meeting.

Meeting Closed at 2055 hrs

Chair: Cllr Buchanan

Clerk: S Garnero

Summary of Receipts and Payments

All Cost Centres and Codes

Community & Engagement Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Newsletter: design, printing and				11,000.00	6,018.22	4,981.78	4,981.78 (45%)
21	General Parish Council design a				3,500.00	1,800.00	1,700.00	1,700.00 (48%)
22	Social Media Marketing				500.00		500.00	500.00 (100%)
23	Village Festival				3,000.00	2,213.00	787.00	787.00 (26%)
24	Christmas/Winter event				2,600.00		2,600.00	2,600.00 (100%)
25	Remembrance Service				4,500.00		4,500.00	4,500.00 (100%)
26	Community events				2,000.00	1,603.30	396.70	396.70 (19%)
49	Small Grant Scheme				100.00		100.00	100.00 (100%)
55	#QueenBee fund					5,633.44	-5,633.44	-5,633.44 (N/A)
SUB TOTAL					27,200.00	17,267.96	9,932.04	9,932.04 (36%)

Environment & Recreation Co

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Ground Maintenance - General c		180.00	180.00	2,000.00	376.96	1,623.04	1,803.04 (90%)
28	Ground Maintenance- supplier				15,000.00	6,286.64	8,713.36	8,713.36 (58%)
29	Vine Tree Play area - maintenanc				1,000.00	144.33	855.67	855.67 (85%)
30	Vine Tree Play Area - Inspection				400.00		400.00	400.00 (100%)
31	Allotment fee	400.00	570.83	170.83				170.83 (42%)
32	Allotment maintenance cost							(N/A)
52	Defibrillator and kiosk				800.00		800.00	800.00 (100%)
54	CIL - Community Infrastructure L		249.91	249.91				249.91 (N/A)
SUB TOTAL		400.00	1,000.74	600.74	19,200.00	6,807.93	12,392.07	12,992.81 (66%)

Finance & Strategy Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Staff Expenses				300.00	13.50	286.50	286.50 (95%)
4	Stationary				600.00		600.00	600.00 (100%)
5	Accountancy software				650.00	648.00	2.00	2.00 (0%)
6	ICT equipment				750.00	11.66	738.34	738.34 (98%)
9	Audit Fees				1,500.00	872.50	627.50	627.50 (41%)
10	Insurance				2,700.00	3,267.80	-567.80	-567.80 (-21%)
11	Legal and professional fee				1,500.00	40.00	1,460.00	1,460.00 (97%)
12	Subscription (adobe/office/Chalc				3,000.00	3,098.50	-98.50	-98.50 (-3%)
13	Telephone				500.00	187.70	312.30	312.30 (62%)
14	Website subscription				2,100.00	1,225.00	875.00	875.00 (41%)
15	Website transparency				1,000.00		1,000.00	1,000.00 (100%)
16	Misc/Expenses				1,000.00	103.13	896.87	896.87 (89%)
17	Precept	161,154.00	161,154.00					(0%)
18	VAT reclaim							(N/A)
19	Other income							(N/A)
53	Acquisition projects				10,000.00	1,612.10	8,387.90	8,387.90 (83%)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL	161,154.00	161,154.00		25,600.00	11,079.89	14,520.11	14,520.11 (7%)
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Parish Council Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	S.137 Grant- Car Park				5,500.00	5,500.00		(0%)
51	PCSO funding				33,300.00		33,300.00	33,300.00 (100%)
SUB TOTAL					38,800.00	5,500.00	33,300.00	33,300.00 (85%)

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				69,250.00	30,723.08	38,526.92	38,526.92 (55%)
2	Payroll Service				920.00	454.50	465.50	465.50 (50%)
7	Staff Training				2,500.00	231.00	2,269.00	2,269.00 (90%)
8	Members Training				100.00		100.00	100.00 (100%)
SUB TOTAL					72,770.00	31,408.58	41,361.42	41,361.42 (56%)

Village Hall Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33	Suppliers				300.00	43.00	257.00	257.00 (85%)
34	Cleaning Service				4,500.00	2,077.55	2,422.45	2,422.45 (53%)
35	Gas supply				1,900.00	612.17	1,287.83	1,287.83 (67%)
36	Power supply				1,000.00	558.16	441.84	441.84 (44%)
37	Fire equipment				250.00		250.00	250.00 (100%)
38	Wi-Fi Service				800.00	338.98	461.02	461.02 (57%)
39	Online booking system				300.00	121.77	178.23	178.23 (59%)
40	Hygiene service				700.00	527.66	172.34	172.34 (24%)
41	Water supply				2,000.00	1,100.25	899.75	899.75 (44%)
42	Waste collection				960.00	514.01	445.99	445.99 (46%)
43	PPS/PRS				250.00		250.00	250.00 (100%)
44	Call minding service				840.00	511.52	328.48	328.48 (39%)
45	Marketing				2,000.00		2,000.00	2,000.00 (100%)
46	Kitchen Refurbishment				5,000.00		5,000.00	5,000.00 (100%)
47	General Maintenance				1,500.00	583.46	916.54	916.54 (61%)
48	Hall hire	14,000.00	3,640.00	-10,360.00		50.00	-50.00	-10,410.00 (-74%)
SUB TOTAL		14,000.00	3,640.00	-10,360.00	22,300.00	7,038.53	15,261.47	4,901.47 (13%)

Summary

NET TOTAL	175,554.00	165,794.74	-9,759.26	205,870.00	79,102.89	126,767.11	117,007.85 (30%)
V.A.T.		2,618.20			4,447.83		
GROSS TOTAL		168,412.94			83,550.72		

Shavington-cum-Gresty Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2022 and 07-10-2022)

Cost Centre Staffing Committee**Code Number 1 Staff Salary**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
20	27/04/2022	ScG/22/01/1	Parish Council Mai	12809436	HMRC - P30	HMRC	X	1,290.95		1,290.95
21	28/04/2022	ScG/22/01/1	Parish Council Mai	12809515	Salary April 2022	S Randle	X	862.06		862.06
22	28/04/2022	ScG/22/01/1	Parish Council Mai	12809699	Salary April 2022	S Garnero	X	2,136.95		2,136.95
38	28/04/2022	ScG/22/03/1	Parish Council Mai	Direct Debit	Pension contribution April 2022	NEST	X	209.40		209.40
45	25/05/2022	ScG/22/02/1	Parish Council Mai	13570273	HMRC - P30	HMRC	X	1,291.15		1,291.15
46	25/05/2022	ScG/22/02/1	Parish Council Mai	13570630	Staff salary May 2022	S Randle	X	861.86		861.86
47	25/05/2022	ScG/22/02/1	Parish Council Mai	13570743	Staff salary May 2022	S Garnero	X	2,136.95		2,136.95
48	18/05/2022	ScG/22/02/1	Parish Council Mai	Direct Debit	Pension contribution May 2022	NEST	X	209.40		209.40
91	17/06/2022	ScG/22/03/1	Parish Council Mai	14198288	HMRC - P30 June 2022	HMRC	X	1,329.85		1,329.85
92	28/06/2022	ScG/22/03/1	Parish Council Mai	14261796	CPF contribution June 2022	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
93	17/06/2022	ScG/22/03/1	Parish Council Mai	14198464	Salary June 2022	S Randle	X	823.56		823.56
94	17/06/2022	ScG/22/03/1	Parish Council Mai	14198649	Salary June 2022	S Garnero	X	2,092.95		2,092.95
113	20/07/2022		Parish Council Mai	15092981	HMRC	HMRC	X	1,270.22		1,270.22
114	20/07/2022		Parish Council Mai	15093084	July 2022 salary	S Randle	X	853.58		853.58
115	20/07/2022		Parish Council Mai	15093213	July 2022 salary	S Garnero	X	2,122.56		2,122.56
116	20/07/2022		Parish Council Mai	15093360	July 2022 pension contribution	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
154	22/08/2022		Parish Council Mai	15916942	HMRC - P30 August 22	HMRC	X	1,270.22		1,270.22
155	22/08/2022		Parish Council Mai	15917064	August 22 payslip	S Randle	X	853.38		853.38
156	22/08/2022		Parish Council Mai	15917147	August 22 payslip	S Garnero	X	2,122.76		2,122.76
157	22/08/2022		Parish Council Mai	15917277	Pension contribution August 22	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
183	13/09/2022		Parish Council Mai	16606349 (1653	P30 - September 2022	HMRC	X	1,270.22		1,270.22
184	13/09/2022		Parish Council Mai	16531927	Salary Sept 2022	S Randle	X	853.38		853.38
185	13/09/2022		Parish Council Mai	16531994	Salary Sept 2022	S Garnero	X	2,122.76		2,122.76
186	13/09/2022		Parish Council Mai	16606154 (1653	September 2022 - Pension contribution	Cheshire Pension Fund (CPF)	X	1,184.73		1,184.73
Subtotal for Code: Staff Salary								£30,723.08		£30,723.08

Code Number 2 Payroll Service

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
15	27/04/2022	ScG/22/01/1	Parish Council Mai	12809576	Payroll Service	Beardmore Accountants	S	87.50	17.50	105.00
16	27/04/2022	ScG/22/01/1	Parish Council Mai	12809630	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
42	25/05/2022	ScG/22/02/1	Parish Council Mai	13570003	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
100	06/07/2022	ScG/22/03/1	Parish Council Mai	14785760	Payroll Service	Beardmore Accountants	S	144.50	28.90	173.40
130	22/08/2022		Parish Council Mai	15916329	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
142	22/08/2022		Parish Council Mai	15916859	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
177	13/09/2022		Parish Council Mai	16531451	Payroll Service	Beardmore Accountants	S	44.50	8.90	53.40
Subtotal for Code: Payroll Service								£454.50	£90.90	£545.40

Shavington-cum-Gresty Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2022 and 07-10-2022)

Code Number		7 Staff Training			Description	Supplier	Vat Type	Net	Vat	Total	
Vchr.	Date	Minute	Bank	Cheq. No.							
68	21/06/2022	ScG/22/02/2	Parish Council Mai	14261482	SLCC membership	SLCC	X	206.00		206.00	
158	13/09/2022		Parish Council Mai	16531583	Staff training course	Cheshire Assoc Local Councils	X	25.00		25.00	
					Subtotal for Code:	Staff Training		£231.00		£231.00	
					Subtotal for Cost Centre:	Staffing Committee		31,408.58	90.90	31,499.48	
								TOTALS	£31,408.58	£90.90	£31,499.48