



SHAVINGTON
CUM
GRESTY

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

Main Road,
Shavington, Crewe
CW2 5DP

www.shavingtononline.co.uk

17 October 2024

To: **Members of the Staffing Committee**

Dear Councillor,

You are summoned to attend the meeting of the **Staffing Committee** to be held at **6:30PM** on **Wednesday 6 November 2024** at **Shavington-cum-Gresty Village Hall, 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 22 May 2024 (attached)
4	To receive and consider the YTD financial position of the Staffing Committee (attached)
5	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 6 and 7 on the grounds that the matters contain sensitive

	information and by reason of confidential nature of the business being transacted.
6	To receive and consider staffing matter
7	To consider and inform the budget setting process for 2025/26 financial year (attached)

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



MINUTES of the meeting held on
Wednesday 22 May 2024

In attendance: Cllr Buchanan, Cruickshank, B Gibbs, McHugh, R Jones

ScG St/24/01/01	To elect the Chair and Deputy Chair of the Staffing Committee¹
	RESOLVED: that Cllr Buchanan and Cllr R Jones are elected Chair and Deputy-Chair of the Staffing Committee respectively
ScG St/24/01/02	To receive and consider apologies for absence
	No apologies was received.
ScG St/24/01/03	To note declarations of Members' interests
	No declaration of interest was noted.
ScG St/24/01/04	To note the Terms of Reference of the Staffing Committee
	Councillors NOTED the Terms of Reference of the Staffing Committee
ScG St/24/01/05	To confirm and sign the minutes of the Staffing Committee Meeting held on 25 October 2023
	RESOLVED: that the Minutes of the previous meeting are approved and signed as an accurate record
ScG St/24/01/06	To receive and consider the YTD financial position of the Staffing Committee
	Councillors NOTED the YTD financial position of the committee.

¹ Meeting started hrs 1936

ScG St/24/01/07	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 8 and 9 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 8 and 9 on the grounds that the matters contain sensitive information and by reason of confidential nature of the business being transacted.
ScG St/24/01/08	To receive and consider staff job descriptions
	Councillors NOTED the report. ² RESOLVED: that the staff job descriptions are approved, subject to the agreed amendments being made, and are recommended to the Full Council.
ScG St/24/01/09	To receive and consider staffing matter
	RESOLVED: That staff plan for July-August is approved
ScG St/24/01/10	To note the date of the next Staffing Committee Meeting – 23 October 2024 7:30PM
	RESOLVED: That the date of the next Staffing Committee meeting was moved to 16 October

Meeting Closed 2054 hrs

Chair: Cllr Buchanan

Clerk: S Garnero

² Cllr R Jones left the meeting at 2039hrs

Summary of Receipts and Payments

Cost Centre 1

Staffing Committee

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Staff Salary				86,100.00	41,631.71	44,468.29	44,468.29 (51%)
2	Payroll Service				800.00	374.50	425.50	425.50 (53%)
7	Staff Training				1,000.00	401.00	599.00	599.00 (59%)
8	Members Training				400.00	25.00	375.00	375.00 (93%)
76	Communication officer				20,000.00		20,000.00	20,000.00 (100%)
SUB TOTAL					108,300.00	42,432.21	65,867.79	65,867.79 (60%)

Summary

NET TOTAL				108,300.00	42,432.21	65,867.79	65,867.79 (60%)
V.A.T.					113.90		
GROSS TOTAL					42,546.11		



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Report Statement

Meeting: Staffing Committee

Report Purpose: To inform the budget 2025/26 process

Version Control: v1

Author: Clerk

1. Report Summary

The purpose of this report is to present for Members' consideration, comments, and recommendation the draft 2025/26 budget for Staffing Committee.

2. Background

Members approved the Budget Setting Schedule for the Council's 2025/26 Budget at the Full Parish Council meeting held on 3 July 2024. The Budget Setting Schedule outlined the timeline for budget preparation and reporting of the draft budget to the various Committees of the Council.

The draft 2025/ Staffing Committee budget is presented in this report, along with the attached appendix, for Members' consideration. The draft 2025/26 Staffing Committee Budget has been developed in accordance with the key principles of the Parish Council.

3. Position

The detailed draft 2025/26 Staffing Budget is attached at Appendix 1 for Members' consideration.



Members will note that the attached draft budget figures include references to the 2024/25 budget. These are shared to enable Members to take these figures into account, in their consideration of the draft 2025/26 budget proposals.

4. Governance

Shavington-cum-Gresty Parish Council Financial Regulation
Shavington-cum-Gresty Parish Council Budget Setting Schedule

5. Financial Impact

The financial implications for the Council are fully set out in the report.

6. Wards Affected

Staffing Committee

7. Consideration Sought

It is recommended that Members consider the attached draft 2025/26 budget, and provide comments, feedback or proposed amendments



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Staffing Committee		Income 2024/25	Expenditure 2024/25		Income 2025/26	Expenditure 2025/26
1	Staff Salary		£ 86,100.00			£ 107,000.00
2	Payroll Service		£ 800.00			£ 800.00
7	Staff Training		£ 1,000.00			£ 2,000.00
8	Members Training		£ 400.00			£ 400.00
	Comms officer		£ 20,000.00			
	SUB TOTAL	£ -	£ 108,300.00		£ -	£ 110,200.00

Shavington-cum-Gresty, Staffing *Committee* 06.11.2024
Agenda Item 7



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