

Minutes of the Full Council Meeting

held in the Council Chamber, Emersons Green Town Council,

1900hrs on Thursday 13th October 2022.

- Present:** Councillors Simon Budd (Mayor), David Somers (Deputy Mayor), Rachael Hunt, Roberta Sunderland, Colin Hunt, Caroline Johnson, Patricia Morgan, Christopher Edwardson, Richard Nichols, and Alka Mehta-Graham.
- Absent:** Councillor Sadik Al-Hassan.
- In attendance:** Town Clerk, Ian Lyons, and Assistant Clerk, Donna Simmons.
- Apologies:** Councillors James Hunt, Stephen Bassett, Matthew Palmer, and Simon Jones.
- Public:** Two members of the public attended the meeting.
- Notes:** The meeting began at 1900hrs. All resolutions are passed with a majority vote, by a show of hands, unless otherwise stated.

FC_2022.76 Welcome and Introductions.

Minutes: Cllr Simon Budd (Mayor) welcomed everyone present at the meeting and explained the emergency procedures.

FC_2022.77 Declaration of Interest – Localism Act 2011.

Minutes: Cllr Simon Budd (Mayor) reminded members of the requirement to declare an interest. The Town Clerk declared an interest in items 98 & 99.

FC_2022.78 Public Participation.

Minutes: Two members of the public were present but did not wish to speak at this stage.

COUNCIL ADMINISTRATION

FC_2022.79 Minutes.

Motion: It was moved by Cllr Simon Budd (Mayor), supported by Cllr David Somers (Deputy Mayor), and resolved that:

Resolved: The Minutes of the Full Council meeting held on the 14th of July 2022, copies having been circulated, be approved as a correct record, and signed by the Mayor.

Minutes: The minutes were signed at the meeting by Cllr Simon Budd (Mayor).

FC_2022.80 Outstanding items from the previous minutes.

Minutes: At the invitation of Cllr Simon Budd (Mayor), the Town Clerk delivered a summary of the work undertaken as a result of the resolutions and action points from the previous meetings. As follows:

- The Financial Regulations policy, Human Resources Study, and Strategic Plan have all been reviewed by the appropriate committee and are all listed on the agenda, along with the request to defer the Events Working Group.
- The Dibden Lane Allotments lease and the Vinney Green land transfer are still outstanding. A key personality has left the role at South Glos Property Services, which may have delayed proceedings. The new point of contact is Ian Lyons, no relation to the Town Clerk.
- A Youth Working Group was established, and an update will be provided later in the meeting.
- As requested, the budget lines for the Calendar and Website have also been created and the Finance Committee agreed that the appropriate figures will be decided in the budget process.
- The hardware for the voice-over-internet (VOIP) phone system is now in place and the number will port over shortly to complete the transfer of services from BT.
- Building repairs have been brought forward and are now scheduled for 17th October. Repairs are expected to take five working days.
- The external audit has now been completed successfully, with no issues raised, and the statutory obligations for publication have been fulfilled.

GRANT APPLICATIONS

FC_2022.81 2nd Mangotsfield Guides.

Minutes: At the invitation of the Mayor, a member of the public, Pennie Jones (grant applicant), spoke on behalf of the 2nd Mangotsfield Guides and summarised the application. After this, Councillor Richard Nichols raised questions about the finances and precedent.

In reply, the applicant explained that fundraising would take place for future trips, and the current expedition represented good value for money. Not least, because the original quoted price had been held for so long by the tour operator.

Furthermore, it was described as a great 'one-off' opportunity for those taking part, who had missed out on traditional backpacking adventures the group usually offered, due to the pandemic.

Next, Councillor Colin Hunt reiterated his support for the motion to approve, citing the group's excellent track record of community work in the local area. For

example, the applicant listed involvement with Christmas lights and carol services.

Likewise, Cllr Alka Mehta-Graham expressed what a great opportunity this was to collaborate with the Guides organisation and hoped that the Council would work together with them in the future to deliver wider support to young people in the area. At this point,

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Rachael Hunt, and resolved that:

Resolved: The Council approves a grant application from 2nd Mangotsfield Guides for a £3000 trip to Paris, copies having been circulated.

Minutes: The grant applicant left the meeting at this point. A point of order was raised by Cllr Colin Hunt questioning the recording of votes. Cllr Simon Budd (Mayor) asked the Town Clerk for clarification and the Town Clerk confirmed that the correct procedure was being followed, in accordance with the Council's Standing Orders.

Motion: It was moved by Cllr Simon Budd (Mayor), supported by Cllr Colin Hunt, and resolved that:

Resolved: The order of the business on the agenda be changed to accommodate a guest speaker (items 85 and 86).

FC_2022.85 & 86

To receive any updates from committees and working groups.

OPERATIONS

Minutes: Youth Working Group.

At the invitation of the Mayor, a member of the public, Michael Waine (Targeted Youth Worker), spoke on behalf of Creative Youth Network, the Council's Youth Services partner, and summarised a progress report that had been circulated at the meeting.

After this, Councillor Richard Nichols asked questions about a letter from a member of the public, which had raised concerns about the service delivery.

In response, Michael expressed sympathy for the correspondent's genuine frustrations and resolved to continually improve the service that his organisation provided.

After this, Councillor Rachael Hunt thanked the organisation for their efforts, in particular the 'skate jam' session, and looked forward to attending future events.

Likewise, Councillor Alka Mehta-Graham requested an invitation to take part and hoped that the Council would continue to support future activities and collaborations.

Planning & Open Spaces

Councillor David Somers (Deputy Mayor) provided a brief outline of the work undertaken by the planning committee, expressing concern that the meetings are still frequently inquorate. Notably, an application had been received, which included a hydrogen tank at the Science Park.

After this, a summary of activities undertaken by the Open Spaces committee was given, including collaborations with Friends of Emersons Green Park. For example, planters will be populated with new species and an interpretation board had been commissioned. Also, regular inspections had taken place at the allotments, and plans for an evening event were fully developed.

Climate Emergency Working Group (CEWG) and Local Nature Action Plan (LNAP).

After that, Councillor Roberta Sunderland provided an update for CEWG and LNAP. The report included details of the upcoming photography exhibition, as a result of the highly successful photo competition. This was described as a tribute to the outstanding talent and natural beauty that the local area has in abundance. As a result, the Council's annual Calendar was now at the printers and would be ready for distribution shortly, so that community organisations could sell them to raise funds.

Next, the Council was informed of the decision to combine the two working groups to pool human resources. It was hoped that this would improve attendance at planned events where speakers were invited and help to gain momentum.

Finally, members were reminded that a walk of the Parish Boundary had been organised for Saturday 15th October to witness the natural beauty of the area first-hand.

Personnel Committee.

Councillor Johnson deferred a report on the Personnel Committee to later in the meeting, where several items were listed on the agenda.

Finance Committee.

In the absence of the Committee Chair, Cllr Simon Budd (Mayor) invited the Town Clerk to provide a summary of the Finance Committee's work. In addition to the committee's routine business, such as approval of monthly payments and budget monitoring, the following points were noted:

- The cleaning contract had been extended to include the bus shelters, notice boards, bike shelters, external windows, and shutters.
- A grant application of £2705 had been approved from Emersons Green Village Hall for a health and safety upgrade project.
- A grant application of £450 had been approved from Friends of Emersons Green Park for a toolbox.

PLANNING & STRATEGY

FC_2022.82 Strategic Plan.

Minutes: At the invitation of the Mayor, the Town Clerk explained that this item had been listed again, for suggestions and amendments, at the request of the Full Council on the 14th of July 2022 because it was a large document. In addition, it was reported that, on the 29th of September 2022, the Finance Committee suggested that Councillors use this opportunity to pitch additional proposals for budget 2023. After this, the Town Clerk explained the potential implications of adopting the strategic plan, and how it would be used at future meetings.

After that, Cllr Richard Nichols suggested that it might be better to think of the strategic plan as a 'wish list' and questioned to what extent the Council would be committed to financial expenditure. In reply, the Town Clerk explained that it would be useful for budgeting purposes, to understand the level of commitment and timings. However, each item or project would still be presented to Council in the normal way, along with the financial risks and recommendations.

At this point, Cllr Rachael Hunt pointed out that the public may not interpret the strategic plan in the same way, and that there were reputational risks from the inclusion of items that were not delivered on schedule. Likewise, Cllr Roberta Sunderland questioned the timescale column, and suggested that some of the timings should be brought forward, such as those related to re-wilding and tree planting.

Finally, Cllr Simon Budd (Mayor) agreed to meet with the Town Clerk to draft a motion, giving the Council the opportunity to adopt the strategic plan at a future meeting of the Full Council. Councillors were asked to draft amendments ahead of the meeting and forward them to the Town Clerk.

INTEL & CURRENT AFFAIRS

FC_2022.83 Crime Update.

Minutes: At the invitation of Cllr Simon Budd (Mayor), the Town Clerk delivered an update on the level of Crime in the area, as follows:

Overall, the level of crime in the area, compared to previous months, has increased. Notably, in July there was a shift towards the type of crimes related to stealing. In fact, the Town Council office was recently targeted by a thief, and the CCTV footage was shared with the Police. Likewise, a similar problem had been reported at the allotments. The Council was also informed that a bin had been set on fire, and destroyed, over the weekend at Rodway Common, leaving a substantial clear-up operation. This included the removal of a burned-out motorbike and the remains of a makeshift bonfire, at an estimated cost of £1000. Nevertheless, as usual, violence and sexual offences consistently remain the highest reported crimes on all scales¹, and anti-social behaviour has moved to second on the list in August.

¹ Police.UK (2022) Boyd Valley, Emersons and Lyde Green [Online] Available at: <https://www.police.uk/pu/your-area/avon-somerset-constabulary/boyd-valley-emersons-and-lyde-green/?tab=Statistics> (Accessed 1st September 2022).

Recently, EGVH reported that anti-social behaviour had become a particular problem there on a Tuesday evening, and they had resorted to using the services of a security guard.

LEGAL POWER OR DUTY TO ACT

- Local Government and Rating Act 1997, s.31
- Crime and Disorder Act 1998 s.17

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Councillors should debate suitable crime prevention measures. For example, recruiting volunteers to establish a new Neighbourhood Watch scheme.

REASONS FOR RECOMMENDATION

The Council has a legal duty to do all that it reasonably can to prevent crime and disorder within its Civil Parish boundary.

FINANCIAL IMPLICATIONS

Of course, this will be strategy dependent. Right now, the Council does not currently have a budget for spending on crime prevention measures. However, an advertising campaign could be funded through regular spending on communications if necessary.

FC_2022.84 Operation London Bridge.

Minutes: At the invitation of Cllr Simon Budd (Mayor), the Town Clerk delivered a post-operational report, as follows:

Overall, the Council's activities during the national period of mourning were well received by the public and no complaints of any kind were made. Our staff were well prepared for the inevitable and our plan was executed quickly and effectively as soon as confirmation had been received. Without doubt, this endeavour has raised the profile of the Council in a positive way.

To begin with, the flag was lowered to half-mast, and our planned Council meetings were cancelled out of respect for the Royal Family. After a planned pause, our website messages were displayed promptly and directed the public to useful information about the order of proceedings, including signposts to our own book of condolence and flower laying arrangements.

Over the course of the operation, approximately 60 individuals signed the book of condolence in person, and many of the people who took part thanked our staff for the hospitality and for making the opportunity available. The most successful advertising proved to be the additional noticeboard on the public road, and word of mouth.

Since then, the condolence sheets have been combined with those across the district and will be bound together before being sent to the Royal Family at Buckingham Palace. The flowers laid are currently being composted at the rear of the Town Council office in preparation for the planting of a tree in memory of HM Queen Elizabeth II.

LEGAL POWER OR DUTY TO ACT

- Parish Councils and Burial, Authorities (Miscellaneous Provisions) Act 1970, s.1.
- Highways Act 1980, s.96.
- Open Spaces Act 1906, s.9-10.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Resolve that: “The Council delegates the task of planting of a tree, in memory of HM Queen Elizabeth II, to the Open Spaces Committee”.
- Ask Councillors to make suggestions for a future operation of this nature.

REASONS FOR RECOMMENDATION

- To fulfil a commitment that the Council made during Op London Bridge.
- To meet corporate priorities 1 & 2 in the draft strategic plan (B7&B8).

FINANCIAL IMPLICATIONS

The Council currently has a budget of £1824 for trees with £1200 spent in the year to date and £2500 of additional committed expenditure, not including £3000 spent on watering the newly planted trees at Rodway Common over the summer drought (South Glos). Clearly, this budget is overspent. Nevertheless, the Council currently has a substantial General Contingency, of £175,164, and other earmarked reserves, totalling £755,307. There is also a significant predicted underspend on the annual revenue budget in other cost centres too, over £40,000.

Minutes: A short and positive discussion took place with suggestions for potential plaques and ceremonies being made. After this,

Motion: It was moved by Cllr Richard Nichols, supported by Cllr Patricia Morgan, and resolved that:

Resolved: The Council delegates the task of planting a tree, in memory of HM Queen Elizabeth II, to the Open Spaces Committee.

PROJECTS

FC_2022.87 Events Working Group.

Minutes: At the invitation of Cllr Simon Budd (Mayor), Cllr Alka-Mehta Graham was invited to introduce the motion to create an Events Working Group.

To begin with, Cllr Alka-Mehta Graham outlined some of the potential projects that the Events Working Group could be involved with, such as the annual Calendar and the allotments evening. Other potential projects could include a food festival, similar to the event organised at Bradley Stoke recently.

After this, Cllr David Somers (Deputy Mayor) pointed out that the Council had been unsuccessful in previous attempts to organise events, citing poor public attendance. In reply, Cllr Alka-Mehta Graham volunteered to lead the group and pointed to a strong track record of success in this area. Moreover, it was hoped that Councillors, and other key stakeholders in the community, would join the group to help deliver better results.

After this, at the invitation of Cllr Simon Budd (Mayor), the Town Clerk was invited to provide professional advice, as follows:

LEGAL POWER OR DUTY TO ACT

- Local Government Act 1972, s.145.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Conduct a debate. For example, “Should the Council outsource events?”
- Resolve that: “The Council creates an Events Working Group.”
- Nominate a Councillor to lead the group and list Councillors who would like to be involved.

REASONS FOR RECOMMENDATION

- To meet strategic objective E4 “Draw up a plan to provide more community-based events for local people.”
- To deliver the vision for the Council to “play its part in supporting the wider social and economic ambitions and aspirations of the area.”²
- To live up to the mission statement of the Council, which states, “using its allowable powers, Emersons Green Town Council will do all it can to create a welcoming and vibrant town, promoting civic pride and improving the quality of life for those who live, work and visit.”³

On several occasions, Councillors have expressed an interest in organising events, of one type or another. To facilitate this, a working group would allow Councillors to work together to deliver successful events, without the additional workload of a committee. Moreover, it could help the Council to “play its part in supporting the wider social and economic ambitions and aspirations of the area”, which is listed as a strategic aim. Furthermore, if events and activities were timed well, they could increase public participation and engagement with the Council. In fact, at the Annual Town meeting, several Councillors suggested this would help.

FINANCIAL IMPLICATIONS

In terms of capital and revenue costs, the Council has set a budget for the current financial year of £4500, which has £2542 remaining, including a committed expenditure of £1388 (EGTC Calendar). Any events planned for the following financial year could be budgeted for in January, based on a recommendation by this Events Working Group. Clearly, there will also be an impact on Council staff working hours, depending on the level of involvement required.

Motion: It was moved by Cllr Alka Mehta-Graham, supported by Cllr Simon Budd (Mayor), and resolved that:

Resolved: The Council creates an Events Working Group.

FC_2022.88 **Coffee Mornings.**

Minutes: At the invitation of Cllr Simon Budd (Mayor), the Town Clerk was invited to introduce the motion, and outlined the proposal. In short, this may involve working

² EGTC (2022) Strategic Plan 2022 – 2027 p.4 ‘Our Vision for Emersons Green’.

³ EGTC (2022) Strategic Plan 2022 – 2027 p.4 ‘Emersons Green Mission Statement’.

with Emersons Green Village Hall and other community centres to provide an informal 'Councillors surgery'. The following advice was given:

LEGAL POWER OR DUTY TO ACT

- Local Government Act 1972, s.145.
- Local Government Act 1976, s.19.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Conduct a debate. For example, "Should Councillors organise this instead?"
- Resolve that: "The Council delegates authority to the Town Clerk to organise a regular 'Coffee Morning' event".
- Nominate a Councillor to organise a rota for hosting.

REASONS FOR RECOMMENDATION

- To meet strategic objective E1 "Increase rapport and communications with residents, local clubs, and stakeholders."
- To meet strategic objective E2 "Give residents and partners more access to the EGTC offices by being open more."
- To deliver the vision for the Council to "play its part in supporting the wider social and economic ambitions and aspirations of the area."⁴
- To live up to the mission statement of the Council, which states, "using its allowable powers, Emersons Green Town Council will do all it can to create a welcoming and vibrant town, promoting civic pride and improving the quality of life for those who live, work and visit."⁵

In summary, a simple coffee morning event held in the Town Council Chamber would allow members of the public to engage with the Council and raise issues directly with their representatives in a less formal environment than a Full Council or Committee meeting. Over the winter period, this would also contribute to the provision of heated community spaces in the local area where valuable energy resources can be shared.

FINANCIAL IMPLICATIONS

Of course, the greatest financial impact of this decision will be the allocation of time from Council officers, depending on the desired frequency. Inevitably, this will increase the load of one or more members of staff to advertise, prepare, and clear up afterwards. In terms of capital and revenue costs, the Council has set a budget for the current financial year of £4500, which has £2542 remaining, including a committed expenditure of £1388 (EGTC Calendar). Any events planned for the following financial year could be budgeted for in January, based on a recommendation by the Events Working Group.

Motion: It was moved by Cllr Simon Budd (Mayor), supported by Cllr Patricia Morgan, and resolved that:

Resolved: The Council delegates authority to the Town Clerk to organise a regular 'Coffee Morning' event.

⁴ EGTC (2022) Strategic Plan 2022 – 2027 p.4 'Our Vision for Emersons Green'.

⁵ EGTC (2022) Strategic Plan 2022 – 2027 p.4 'Emersons Green Mission Statement'.

FC_2022.89 Recycling.

Minutes: At the invitation of Cllr Simon Budd (Mayor), Cllr Roberta Sunderland introduced the motion, and explained the Council had recently funded two consecutive large mixed plastic recycling collection boxes at Lyde Green Community Centre. Both the boxes had proved to be a huge success with the local community, filling up within a matter of weeks, and the proposal was to expand the scheme.

In answer to the Councillors' questions, Cllr Roberta Sunderland explained that the boxes can accept all plastic items, including those that cannot be put into our normal kerbside collections. A few examples were, PPE, non-recyclable food packaging, office supplies, inc. laminated paper and bubble wrap, kitchen equipment & utensils, cleaning product packaging, bathroom waste inc. unrecyclable tubes/boxes.

Furthermore, the Assistant Clerk explained that all items collected are reused and do not end up in landfill. The supplier also undertakes to plant a tree for every box purchased.

Due to the popularity of the service, it was proposed that the Council undertakes to provide a box at the centre every month, setting up a dedicated budget for this of £1000.

Motion: It was moved by Cllr Simon Budd (Mayor), supported by Cllr Roberta Sunderland, and resolved that:

Resolved: The Council delegates authority to the Town Clerk to manage a Town Council recycling scheme, documents having been circulated.

COMMUNICATIONS

FC_2022.90 Correspondence.

Minutes: At the invitation of Cllr Simon Budd (Mayor), the Town Clerk directed attention to a letter of resignation from Cllr Sally Hill, after 15 years of service. Sally said, "wishing you all well and good luck for the Council's future projects."

After this, the Town Clerk asked Councillors to sign a Thank You card, which was being circulated, and explained that a bunch of flowers had been delivered on behalf of the Mayor. The Town Clerk then mentioned that it was within the Council's power to grant honorary titles, such as Alderman/woman or Freedom of the Town, in these circumstances if the Council thought that was appropriate.

Several Councillors spoke in favour of honorary titles, and the Mayor asked the Town Clerk to research the matter for a future meeting of the Full Council.

After this, it was mentioned that another Thank You card had been received from Emersons Ladies Group for the second part of their grant.

Action: Town Clerk to research Honorary titles for a future meeting of the Full Council.

FC_2022.91 Community Governance Review.

Minutes: Cllr Simon Budd (Mayor) explained that a circulated letter had been received from Simon Banks, at South Glos Legal Services, regarding the Community Governance Review, asking for the view of the Council. At this point, Cllr Rachael Hunt declared an interest and left the meeting.

Motion: It was moved by Cllr Simon Budd (Mayor), supported by Cllr Richard Nichols, and resolved that:

Resolved: The Council make no comment.

FC_2022.92 Councillor Vacancy.

Minutes: Cllr Rachael Hunt rejoined the meeting. At the invitation of Cllr Simon Budd (Mayor), the Town Clerk introduced the item and asked the question “Does the Council wish to co-opt”? The Town Clerk explained this would be done in accordance with the Co-option policy.

Motion: It was moved by Cllr Simon Budd (Mayor), supported by Cllr Rachael Hunt, and resolved that:

Resolved: The Council advertises the Vacancy in the Pomphrey Ward.

FC_2022.93 Advertising.

Minutes: The Council noted the draft articles for publication with no comments.

FINANCE

FC_2022.94 Financial Regulations.

Minutes: At the invitation of Cllr Simon Budd (Mayor), the Town Clerk explained that the Financial Regulations had been reviewed, at the request of Full Council, by the Finance Committee and the resulting document was now being presented for inspection, suggestions, and amendments.

With no amendments from members, Cllr Simon Budd (Mayor) asked the Town Clerk to list the document for adoption at a future meeting of the Full Council. In the meantime, Councillors were asked to read the document and send any suggestions to the Town Clerk.

Action: Town Clerk to list the Financial Regulations for approval at a future meeting of the Full Council.

PERSONNEL

FC_2022.95 Privacy.

Motion: Due to the confidential and sensitive nature of the following items, it was moved by Cllr Simon Budd (Mayor), supported by Cllr Caroline Johnson, and resolved that:

Resolved: The Council excludes the Press and Public for the remainder of the meeting.

FC_2022.96 Summary of Achievements.

Minutes: The Council noted the 'Clerk's Special Report', detailing the achievements in the post so far. Councillor Simon Budd (Mayor) thanked the Town Clerk for a job well done.

FC_2022.97 Human Resources.

Minutes: At the invitation of Cllr Simon Budd (Mayor), the Town Clerk reminded Councillors of a previous resolution that: "The Town Clerk conducts a study of the human resources available to the Council and makes recommendations to a future meeting of the Personnel Committee." (09/06/22). After this, it was explained that the Personnel Committee had reviewed the study and passed the following resolution:

"The Personnel Committee recommends that the Council delegates authority to the Town Clerk to commission a professional Human Resource consultation on the staff structure and recruitment required to achieve the ambitions of the draft strategic plan."

After that, the following advice was given:

LEGAL POWER OR DUTY TO ACT

- Employment Act 2002.
- Employment Relations Act 2004.
- Employment Act 2008.
- The Work & Families Act 2006.
- The Equality Act 2010, s.149 and schedule 19.
- The Human Rights Act 1998, s.6.
- Working Time Regulations 1998.

RECOMMENDATIONS, CONDITIONS, AND OTHER CONTROLS

- Review the raw data and case studies.
- Resolve that: "The Council delegates authority to the Town Clerk to commission a professional Human Resource consultation on the staff structure and recruitment required to achieve the ambitions of the draft strategic plan."

REASONS FOR RECOMMENDATION

- The raw data is evidence that the Council requires additional staff members to continue providing a professional service that meets the current demand and complies with employment legislation.

- The raw data demonstrates that the current staff members have no capacity to increase workload within the existing contractual hours.
- The Council currently has no redundancy plan for unexpected absences, and it will be impractical to use temporary contractors.
- Demand for Council officer time is likely to increase, with events for example.
- A professional evaluation will provide a second opinion, accurate costs, and realistic timescales for the implementation of a development plan, should the Council adopt the draft strategic plan.
- The Full Council will have the opportunity to make comments and suggestions that influence the outcome of any development plan.

FINANCIAL IMPLICATIONS & RISKS

The Council has commissioned similar consultations that have cost under £4000, excluding VAT. In previous years, 2020/21, the budget for professional and legal expenses was £4,170.

Motion: After a short debate, it was moved by Cllr Caroline Johnson, supported by Cllr Richard Nichols, and resolved that:

Resolved: The Council delegates authority to the Town Clerk to commission a professional Human Resource consultation on the staff structure and recruitment required to achieve the ambitions of the draft strategic plan.

Minutes: At this point, the Town Clerk and the Assistant Clerk declared an interest and left the meeting. Cllr Simon Budd (Mayor) nominated Cllr Caroline Johnson (Chair of the Personnel Committee) to record the minutes.

Motion: It was moved by Cllr Simon Budd (Mayor), supported by Cllr Caroline Johnson, and resolved that:

Resolved: The order of the business on the agenda be changed (item 99 before item 98).

FC_2022.99 Probationary Period.

Motion: It was moved by Cllr Alka Mehta-Graham, supported by Cllr Richard Nichols, and resolved that:

Resolved: The Council recognise the satisfactory completion of the probationary period for the Town Clerk from the 8th of November 2022.

FC_2022.98 Staff Pay and Working Conditions.

Minutes: Councillors clarified that the relocation expenses would not exceed the agreed £5000 limit. After this,

Motion: It was moved by Cllr Colin Hunt, supported by Cllr Rachael Hunt, and resolved that:

- The Council increases the Town Clerk's salary to NALC SCP 39 £43,570 (£22.65 per hour) from 1st November 2022.

- The Council increases the Assistant Clerks' salary to NALC SCP 23: £28,226 pro-rata (£14.67 per hour) from 1st November 2022.
- The Council increases the relocation expenses Lodging Allowance to £660 per month with immediate effect.
- The Council approves a flexible working routine for the Town Clerk, copies having been circulated.

FC_2022.100 Dates and Timings.

Minutes: At this point, the Town Clerk and the Assistant Clerk re-joined the meeting. The Town Clerk recorded the resolutions made during the period of absence.

After this, Cllr Simon Budd (Mayor) announced that the next meeting of the Full Council was scheduled to take place:

Thursday 10th November 2022 at 1900hrs in the Emersons Green Town Council Chamber.

Cllr Simon Budd (Mayor) concluded the formal business of the meeting at 2054hrs and announced that an informal 'round-table' discussion would take place afterward.