# Downham Market Town Council Human Resources Committee Meeting Thursday 29 February 2024 at 5pm

This meeting was held at Downham Market Town Hall, Downham Market PE38 9DW

Evacuation procedures were advised.

Members were reminded to switch off mobile phones.

Present
Committee Chair – Cllr Jordan
Committee Members - Cllrs Buxton, Daymond, Hobbs & Sharman (5)
Town Clerk – Ms C Dornan
There were no members of the public present
To receive Members' Apologies for Absence
There were no apologies for absence received by the Town Clerk.
To receive Members' Declarations of Interest
No declarations of interest were made.
To approve the minutes of the meeting held on 08 February 2024
Proposed – Cllr Daymond Seconded –Cllr Hobbs
It was resolved:
'That the minutes of the meeting held on 08 February 2024 be approved as a true and accurate record.'
All In Favour
Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press
Proposed – Cllr Jordan Seconded –Cllr Buxton
It was resolved:

'That members of the press and public be excluded whilst information pertaining to staff matters is discussed.'

All In Favour

The meeting went into confidentiality.

#### 004.1 To discuss staffing matters

Matter pertaining to staff were discussed.

### 004.2 To discuss staff training

Members were advised that the Town Clerk has trained the Deputy Clerk on how to complete routine payroll. A HMRC account needs to be set up for the Deputy Clerk to allow tax codes to be checked. This is to be arranged. The Deputy Clerk has access to Lloyds Online Banking (to make payments), BrightPay UK 2023/2024 (to calculate pay), Scribe (accounting software), i-connect (pension software) and has been given a copy of the pension spreadsheet which needs to be sent to Sam Ayling at Norfolk Pensions on a monthly basis.

The Deputy Clerk will complete the March 2024 payroll to ensure full understanding of the process.

It was suggested that a 'Guide to Payroll' be created in case the Town Clerk & Deputy Clerk are not available to complete payroll.

The Deputy Clerk is to complete the March 2024 Bank Reconciliation. Online Scribe training is available to support this task, along with the support of the Administrator and Town Clerk.

Members were advised that Chris & Justin had completed their PAT award successfully.

#### 004.3 To discuss Councillor training

Members were advised that Health & Safety training had been arranged for Monday 10 June 2024 at 5:30pm in the Town Hall.

The meeting came out of confidentiality.

## 005 To agree actions required following discussions within confidentiality

Proposed – Cllr Jordan Seconded – Cllr Buxton

It was resolved:

'That:
The Council's solicitor be contacted to request a cease-and-desist letter.
The Police be contacted under the Protection of Harassment Act 1997 to start a record of actions taken by the Council.
Governance Committee be asked to consider re-instating The Mayor's sign off at the time of monthly payroll as part of their procedural checks.
A Full Time Caretaker advert be prepared for approval with a view to recruiting in May 2024.'
All In Favour
Meeting closed: 6:00pm
SIGNED
DATE