



Christchurch Town Council

Old Town Hall
30 High Street
Christchurch
Dorset, BH23 1AY

Resources Committee Agenda

Tuesday, 8 June 2021, 6.00pm

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at the at Homelands Hall, Kings Avenue, Christchurch, BH23 1NA **on Tuesday, 8 June 2021 at 6.00pm.**

Membership:

Chairman: Cllr M Cox

Vice Chairman: Cllr W Grace

Cllr Mrs S Bungey

Cllr A Coulton

Cllr L Dedman

Cllr C A Gardiner

Cllr P Hilliard

Cllr S McCormack

Cllr G Polson

The business to be transacted is set out overleaf

Daniel Lucas

Town Clerk

2 June 2021

Agenda

1. Election of Chairman

To elect a Chairman of the Committee for the 2021/2022 Municipal Year.

2. Election of Vice-Chairman

To elect a Vice-Chairman of the Committee for the 2021/2022 Municipal Year.

3. Apologies for Absence

To receive apologies for absence

4. Declaration of Interests

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias.

5. Minutes of the Previous Meeting

To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 4 May 2021 (copy attached)

5 - 7

6. Public Participation

In accordance with the Council's Standing Orders the period of time designated for Public Participation cannot exceed 15 minutes unless directed by the Chairman of the meeting and a member of the public shall not speak for more than 5 minutes.

7. Public Questions

Members of the public who wish to ask a question at the meeting shall give notice to the Town Clerk of the question no later than 12 noon on the working day before the meeting is on. The question stated in the notice shall be the question asked at the meeting. The Chairman will call on those wishing to speak in turn, each questioner being allowed to speak for a maximum of 3 minutes. Those wishing to speak shall state their name and address.

8.	<p>Town Clerk's Report</p> <p>Income/Expenditure May 2021 for information.</p>	8 – 9 (Appendix 1)
9.	<p>Allotment Invoicing</p> <p>To update Members on the Allotment Invoicing undertaken by SVPP.</p>	10 Verbal Report (Appendix 2)
10.	<p>Job Specifications</p> <p>Members to approve the Job Role Specifications for the 2 vacant posts of Projects Officer and Mayor's Secretary.</p> <p>RECOMMENDATION: Members consider the Role Profile and Person Specifications and resolve to:</p> <ol style="list-style-type: none"> 1) Delegate to the Town Clerk the advertisement of the positions on the Council website and Facebook Page and to approach BCP Council for advertising accordingly, with a one-month application window from the date of posting. 2) To authorise the expenditure of the Advertising budget (2021/2022 being £630) for the purposes above. 3) Recommend to Council the creation of a Personnel sub-committee for the purposes of recruitment and annual appraisals for the year 2021/2022. 	11 – 15 (Appendices 3 & 4)
11.	<p>Carbon Calculators</p> <p>Members to consider the recommendations from the Climate Change Working Group and resolve accordingly.</p> <p>RECOMMENDATION:</p> <ol style="list-style-type: none"> 1. the Climate Emergency Action Plan Matrix for Local Councils support spreadsheet be used as a management tool by the Town Council; and 2. a Carbon Calculator to be considered at the next meeting of the Resources committee. <p>RECOMMENDATION:</p> <ol style="list-style-type: none"> 1) Members consider the Climate Emergency Action Plan Matrix attached as Appendix 5 and RECOMMENDS to Full Council to adopt the approach and methodology outlined therein. 	16 (Appendices 5 & 6)

- 2) Members consider the Carbon Calculators Recommended at Appendix 6 and RECOMMENDS to Full Council to adopt a calculator used to establish the Council's baseline carbon footprint and for benchmarking and comparison purposes going forwards.

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 4 May 2021 at 6.00pm via Zoom conferencing facilities

Present:-

Chairman: Cllr P Hilliard

Vice Chairman: Cllr A Coulton

Present: Cllr V Charrett, Cllr C A Gardiner, Cllr F F T Neale, Cllr S Spittle and Cllr Tarling.

Also in attendance: Cllr S McCormack

Apologies: Cllr W Grace

Officers present: Daniel Lucas, Town Clerk
Susan Roxby, Administrative Support Officer

Members of the Public present: 1

Members of the Press present: None present.

317. Declarations of Interest

There were no declarations of interest on this occasion.

318. Minutes of Previous Meeting

The minutes of the meeting held on 5 April 2021 were agreed and signed as an accurate record.

Voting: unanimous

319. Public Participation

There was no public participation on this occasion.

320. Public Questions

There were no questions from the public on this occasion.

Cllr Tarling joined the meeting at 6.03pm.

321. Town Clerk's Report

A schedule of payments for the period 01.04.2021 to 30.04.2021 was submitted and approved and signed, a copy of which had been circulated to each member and a copy of which appears as Appendix 'A' to these minutes in the minute book.

The monthly accounts for the period to the end of April 2021 was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

A Member queried whether the allotments invoicing would be taken back in house by the Town Council. The Town Clerk advised that the costs for SVPP to undertake the allotment invoicing was good value for the amount of administration involved. The Chairman requested that the SVPP Allotment billing and cost analysis be brought back to be considered at a future meeting.

The Chairman queried if all the Community Grant applications had been paid and was advised that the budget was slightly overspent.

The Chairman enquired on the future reporting for all of the Council's bank account balances and queried how the additional investment fund deposit account would also be reported. The Town Clerk advised that in liaison with the auditor that all bank balances would be entered separately into the Scribe accounting system.

RESOLVED that:

- a) the schedule of payments for the period 01.04.2021 to 30.04.2021 be approved; and**
- b) the monthly accounts for the period to the end of April 2021 be noted.**

Voting: unanimous

322. Watermans Park – Sign Request

Cllr McCormack informed Members that works had been undertaken at Watermans Park which included planting trees, putting up bird boxes, and the Parks Foundation were working on improvements for the park and he made a request for a new sign at the park.

A member queried who was responsible for the park and requested some consultation in the design of the new sign and if the Town Council could be mentioned on the sign. The Town Clerk informed Members that the Park was on the list of assets to be transferred from BCP to the Town Council.

A Member questioned why a new sign was required and was advised by Cllr McCormack that the original sign was a cold steel sign and not welcoming and wanted to replace this with a more welcoming sign which could have climbing plants added.

RESOLVED that the Committee authorised up to £2500 (excl. VAT) for a replacement sign to be used from the “contingency” budget line. Such expenditure to be authorised via section 164 of the Public Health Act 1875 if such sign is placed on BCP Council land.

Voting: unanimous

- 323. RESOLVED to pass a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the personal information of the matter relating to living individuals.**

Voting: unanimous

- 324. SLCC Qualification - Backdated Pay Rise (Exempt)**

Members received a verbal update on a back-dated pay rise due to the Town Clerk having successfully completed the SLCC Qualification.

Voting: unanimous

The meeting ended at 6.49pm

CHAIRMAN

Christchurch Town Council
Resources Committee – 8 June 2021
Schedule of Payments for Approval

Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount
20.05.21		The Payroll & Tax Accounts Ltd	Monthly Payroll	7365.82	£0.00	£7,365.82
20.05.21		Public Sector Deposit Fund	Investment in Public Sector Deposit Fund	£750,000.00	£0.00	£750,000.00
20.05.21		Unity Trust Bank	CHAPS payment fee	£28.00	£0.00	£28.00
						£0.00
			Direct payments made:	£757,393.82	£0.00	£757,393.82
24.04.21	8712941	Chubb	annual contract 01/04/2021 to 31/03/2022 for Intruder Alarm.	£564.30	£112.86	£677.16
26.04.21	I256440	Thomas Fattorini Ltd	Past Mayor's Pendant	£397.19	£79.44	£476.63
06.05.21	TEL7275	Rejuvenate	Phone charges for April 21	£67.19	£13.44	£80.63
12.05.21	12/1097	Do the Numbers Ltd	Internal Audit for Year End 31 March 2021	£850.00	£0.00	£850.00
11.05.21	14361	Rejuvenate	Unlock Councillor's Account	£88.00	£17.60	£105.60
17.05.21	169	DAPTC	Annual Subscription	£1,891.05	£0.00	£1,891.05
19.05.21	14416	Rejuvenate	ICT Charges to unlock Cllrs accounts & website update	£136.00	£27.20	£163.20
20.05.21		Mark Hooper	Quomps site visit	£100.00	£20.00	£120.00
28.05.21	INV88505330	Zoom	Petty Cash payment-Video Communications-on line meetings	£11.99	£2.40	£14.39
01.06.21	MEM235339	SLCC	SLCC annual membership for 2021/22	£431.00	£0.00	£431.00
25.05.21	MEM235422	SLCC	SLCC annual membership fellowship increase for 2020/21	£14.17	£0.00	£14.17
25.02.21	SSL821	Seacape Ltd	supply & fit new Abus 506 lock to tap box at Quay	£72.02	£14.40	£86.42
25.05.21	SSL820	Seacape Ltd	Repair to Quay Bandstand waterpipe	£156.78	£31.36	£188.14
09.04.21	2639	Payroll & Tax Accounts Ltd	Payroll processing charge for March 2021	£48.00	£9.60	£57.60
30.04.21	2735	Payroll & Tax Accounts Ltd	Payroll processing charge for April 2021	£48.00	£9.60	£57.60
25.05.21	2784	Payroll & Tax Accounts Ltd	Payroll processing charge for May 2021	£48.00	£9.60	£57.60
01.06.21	14512	Rejuvenate	Cllr Password resets,email issues& bria desktop phone installation	£272.00	£57.40	£329.40
			Payments to authorise:	£5,195.69	£404.90	£5,600.59
			Total payments	£762,589.51	£404.90	£762,994.41

Signed by:

Chairman of Resources Committee

Date:

APPENDIX 2

Sent: 20 May 2021 15:00

To: Susan Roxby <sroxby@christchurch-tc.gov.uk>

Cc:

Subject: RE: Christchurch Town Council- Allotment invoicing

Good afternoon Susan,

Sorry for the delay in responding to you.

It is difficult to put an exact time on the amount of time spent on administration but I have explained the process that we currently complete in respect of allotment invoicing as best I can below: -

Around the 1st October each year, we would contact yourself and ask for updated prices for the next invoicing period. Once this information is received, I would update each subroutine on our debtor system to reflect any changes. There are currently 14 subroutines that require updates. We currently administer invoices for 150 Town Council allotment customers. Each of these customer's have a periodic invoicing record with the relevant sub-routine set, which means that our system will automatically bill the price that is manually set by me when updating each of the relevant 14 subroutine prices. Therefore this process does not take a huge amount of time as our system is semi-automated so all I have to do is contact you for pricing, amend the subroutine prices, contact our systems team to run a read only report so I can check that the prices have updated correctly, run a live invoicing report which will print invoices the next day and then have our Business Processing team envelope and send the invoices. This process can be completed, probably, within one week.

Another aspect of the process is the reconciliation of what is to be transferred to the Town Council. This means running reports for all monies collected, as well as reports for any credit notes and monies still owed. This calculation then provides the figure in which is sent to the Town Council. This process can be completed in one day.

The only other factor, which is harder to put a timescale on is what happens when customers fail pay their invoices. Our system automatically generates a 1st reminder but after this, if the customer still fails to pay, our team will have to contact the Town Council to advise and ask how we should proceed with the collection of the monies owed. The timing of this process really depends on how many customers fail to pay their annual bill in a timely manner.

The process works within our team as our system is designed to take away a lot of the manual work required to administer annual billing.

If you have any further questions, please do not hesitate to contact me.

Many thanks

Technical Specialist

Income Team – Collections Services

Stour Valley & Poole Partnership

bcpcouncil.gov.uk



Position	Project Officer (0.5FTE)(2 Year Fixed Term Contract)	
Reports To	Town Clerk	
Contribution to Council Strategy	This role makes a positive difference to customers and service users by supporting the delivery and oversight of programmes and projects to secure the aims and objectives in the Corporate Strategy.	
Grade SCP 18-23	SCP 18 £24,982 – SCP 23 £27,741 per annum (0.5FTE – 18.5hrs p/w. 2 year fixed term)	May 2021
Your role delivers:	<ul style="list-style-type: none"> • Support to the Town Clerk in the design, implementation, oversight and delivery of programmes and projects identified by the Council. • Support to stakeholders in the consultation and lead-up to project implementation. • Support for the ongoing design and direction of travel in identifying future projects and funding opportunities. 	
You have these essential criteria for the role:	<ul style="list-style-type: none"> • Formal Project Management qualification (Degree, PRINCE2, and/or equivalent) • Good understanding of project management methodologies and tools • Track record of experience of delivering projects or improvements within the workplace. • Good Organisational skills • Excellent IT proficiency and confident with the use of Office365 and other digital applications commonly found in the business environment • Effective research, written and verbal communication and presentation skills • The ability to build and sustain working relationships with stakeholders and officers at all levels • A self-motivated and enthusiastic approach to work • Ability to prioritise conflicting workloads against competing deadlines and deliver outcomes within defined timescale 	
You may also have these desirable criteria for the role:	<ul style="list-style-type: none"> • Previous local government experience • Knowledge of construction industry and procurement/tendering of contracts 	
Your role manages:	<ul style="list-style-type: none"> • Your own workload • Multiple project-based tasks and activities with competing priorities and deadlines 	
Your role impacts:	<ul style="list-style-type: none"> • External stakeholders which includes council customers, elected members and third-party suppliers. • Internally the role will impact on many and varied services across the council through the design and implementation of projects and initiatives 	

Your role connects you with:	<ul style="list-style-type: none"> • The majority of services across the council. • The Unitary Authority – BCP Council • External customers and clients. • Internal Officers and Councillors.
Success in the role means:	<ul style="list-style-type: none"> • Delivering project support and providing a co-ordinated and a planned approach to professional project management and delivery. • Identifying future plans and projects within the Council assets and facilitating future service-improvements.
Your role regularly includes:	<p>Supporting the Town Clerk and Councillors by:</p> <ul style="list-style-type: none"> • Supporting the development of project plans and other project resources. • Maintaining risk registers and other documentation, providing reports on project and programme progress. • Liaising with 3rd party service providers, to deliver a joined-up approach to project delivery. • Undertaking a wide range of tasks and working on a number of different projects at the same time, which may cause conflict in terms of priorities
Your key inputs into the role are:	<ul style="list-style-type: none"> • An understanding of project processes and documentation used throughout the lifecycle of a project • Working on your own initiative and as the sole project lead advisor • Creativity to design and maintain programme and project management tools and processes to enable efficient and effective best practice PM • Applying a robust, persistent and consistent approach to managing your workload and meeting targets
All members of staff are required to:	<ul style="list-style-type: none"> • Comply with all statutory requirements and regulations, and policies and procedures of the Council within the remit of the post • Be responsible for making themselves familiar with the Council's health and safety policy and fulfilling any duties, responsibilities or tasks relevant to the post • Contribute to Risk Management, including Financial Management practices within the remit of the post • Comply fully with the Data Protection Act 2018 and the Equality Act 2020 • To actively participate in both corporate and post specific learning and development activities and to continually develop skills and abilities within the role • To contribute to a work environment in which everyone is treated with dignity, respect, courtesy and fairness and where all employee behaviour is in line with the Council's values • Be available for evening meetings as and when appropriate according the Council's calendar of meetings.

Other role requirements:	
DBS Check	Not a requirement of the role
Travel	Full UK Driving Licence required for this role – Mileage paid at HMRC Mileage rate
Politically Restricted Post	This post is not politically restricted under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990
Statutory Post	This post is not a statutory post under the Local Government and Housing Act 1989 and Local Government Act 1972

APPENDIX 4

Position	Mayor's Secretary 12 hours per week	
Reports To	Democratic Services Officer	
Contribution to Council Strategy	To provide administrative and clerical support to the office of the Mayor & Deputy Mayor.	
Grade SCP 3-5	SCP 3 £18,562 – SCP 5 £19,312 (12 hours per week)	May 2021
Your role delivers:	<ul style="list-style-type: none"> • To provide secretarial support to the office of the Mayor & Deputy Mayor. • To undertake civic ceremonial work such as arranging civic events. • To be the main point of contact for external agencies wishing to engage with the office of the Mayor and Deputy Mayor. • To organise the workload of the Macebearer and Town Crier. • To carry out any such duties as may be assigned to the postholder from time to time by the Town Clerk. 	
You have these essential criteria for the role:	<ul style="list-style-type: none"> • 5 GCSE's (Grades A-D) or equivalents (including English and Maths) • 3 years' experience in a secretarial or administrative role in Local Government and/or the public sector 	
You may also have these desirable criteria for the role:	<ul style="list-style-type: none"> • Previous experience of managing events hospitality • Knowledge of the Office of the Mayor or equivalent • Administering charitable accounts 	
Your role manages:	<ul style="list-style-type: none"> • Your own workload • Multiple project-based tasks and activities with competing priorities and deadlines 	
Your role impacts:	<ul style="list-style-type: none"> • External stakeholders including dignitaries • Internally the organisation and management of the diary and calendar of the Mayor 	
Your role connects you with:	<ul style="list-style-type: none"> • The Unitary Authority – BCP Council • External customers and clients. • Internal Officers and Councillors. • Charitable bodies • Twin Towns 	

Success in the role means:	<ul style="list-style-type: none"> • Delivering a well-managed Office of the Mayor and events diary. • Organising civic events and hosting of visitors to the Mayoralty and Town.
Your role regularly includes:	<p>Supporting the Town Clerk and the Office of the Mayor:</p> <ul style="list-style-type: none"> • By using your initiative and resources within the budget • Being adaptable and flexible when required including attendance at Mayoral events if necessary
Your key inputs into the role are:	<ul style="list-style-type: none"> • Acting with integrity and decorum • Ability to communicate to a wide audience and stakeholders • Organisational skills and diary management.
All members of staff are required to:	<ul style="list-style-type: none"> • Comply with all statutory requirements and regulations, and policies and procedures of the Council within the remit of the post • Be responsible for making themselves familiar with the Council's health and safety policy and fulfilling any duties, responsibilities or tasks relevant to the post • Contribute to Risk Management, including Financial Management practices within the remit of the post • Comply fully with the Data Protection Act 2018 and the Equality Act 2020 • To actively participate in both corporate and post specific learning and development activities and to continually develop skills and abilities within the role • To contribute to a work environment in which everyone is treated with dignity, respect, courtesy and fairness and where all employee behaviour is in line with the Council's values • Be available for evening meetings as and when appropriate according the Council's calendar of meetings.
Other role requirements:	
DBS Check	Not a requirement of the role
Travel	Full UK Driving Licence required for this role – Mileage paid at HMRC mileage rate
Politically Restricted Post	This post is not politically restricted under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990
Statutory Post	This post is not a statutory post under the Local Government and Housing Act 1989 and Local Government Act 1972

APPENDIX 6

Carbon Calculators available:

<https://impact-tool.org.uk/about> (Centre for Sustainable Energy)

<https://www.carbonfootprint.com/calculator.aspx>

<https://localpartnerships.org.uk/greenhouse-gas-accounting-tool/>
(LGA & Local Partnerships)

<https://scattercities.com/> Background info' for [SCATTER](#)

<https://carbonbudget.manchester.ac.uk/reports/E07000048/>
(setting climate commitments for Christchurch)