



**FLEET TOWN COUNCIL**

**MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING**

held on

**Wednesday 30<sup>th</sup> November 2022 at 7pm**

**PRESENT**

**Councillors:** P. Einchcomb, L. Holt, R. Robinson, B. Schofield, P. Wildsmith  
G. Woods (Chairman)

**Also Present:** Rochelle Halliday – Executive Officer

**EST November 2022 ITEM 1            ELECTION OF CHAIRPERSON 2022/2023**

The Executive Officer called for nominations for the office of Chairman. One nomination for Councillor George Woods was received and seconded.

**RESOLVED**

That Councillor Woods be elected to the office of Chairman of the Establishment Committee for the local government year 2022/2023.

**EST November 2022 ITEM 2            ELECTION OF VICE-CHAIRPERSON 2022/2023**

The Chairman called for nominations for the office of Vice-Chairman. One nomination for Councillor Einchcomb was received and seconded.

**RESOLVED**

That Councillor Einchcomb be elected to the office of Vice-Chairman of Establishment Committee for the local government year 2022/2023.

**EST November 2022 ITEM 3            APOLOGIES**

Members received and accepted apologies from Councillor Cottrell due to family illness.

**EST November 2022 ITEM 4            DECLARATIONS OF INTEREST**

There were no declarations of interest.

**EST November 2022 ITEM 5            QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no members of the public present.

**EST November 2022 ITEM 6            MINUTES OF PREVIOUS MEETING**

The minutes and confidential minutes of the Establishment Committee meeting held on 12<sup>th</sup> January 2022 were approved and signed by the Chairman.

**EST November 2022 ITEM 7                      TRAINING UPDATE**

Members noted the current report on staff and Councillor training and noted the following:

- Health and Safety focused training will be prioritised for the remainder of 2022/2023, due to budget constraints.
- It is proposed that the requirement for all new Councillors to undertake Councillor training is added to Standing orders.

**EST November 2022 ITEM 8                      BANK HOLIDAY FOR THE CORONATION OF KING CHARLES III**

Members noted that the additional bank holiday to mark the Coronation is on Monday 8<sup>th</sup> May 2023.

**EST November 2022 ITEM 9                      DATE AND TIME OF NEXT MEETING**

Members noted the next meeting of the Committee is scheduled to be held on Wednesday 8<sup>th</sup> February 2023 at 7pm in the Harlington, subject to agreement by Council (original date was 11<sup>th</sup> January 2023).

The remaining of the meeting was held in closed session.

**Signed:** .....                      **Date**.....

**Chairman**

**Part 3 CONFIDENTIAL ITEMS**

**Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press were excluded from the Meeting.**

There being no further business the meeting closed at 8.40pm.

**Minimum Wage Increase from April 2023**

Item 5

<b>AGE RANGE</b>	<b>2021-22 National Minimum wage</b>	<b>2022-23 National Minimum wage</b>	<b>Percentage increase</b>	<b>2023-24 National Minimum wage</b>
over 23	£8.91	£9.50	9.7%	£10.42
21-22	£8.36	£9.18	10.9%	£10.18
18-20	£6.56	£6.83	9.7%	£7.49
16-17	£4.62	£4.81	9.7%	£5.28

**Notes:**

The holiday pay rate is not included since the Council will be calculating holiday pay based on the prior 52 weeks pay based on the government calculations.

Fleet Town Council Training Record

2022-2023

Attendee (s)	Job Title	Date	Training Course	Training Provider	Location	Booked	Attended	Cost exc VAT	Detail	Feedback on course
Sarah Moore	Finance and Admin Manager	20/06/2022	Rialtas	Rialtas	Online	Y	Y	£200.00		Trainer too fast, system not easy to use so training difficult.
Sarah Moore	Finance and Admin Manager	21/06/2022	VAT	HALC	Online	Y	Y	£30.00		good however, no explanatory handouts to take away.
Sarah Moore	Finance and Admin Manager	26/07/2022	IOSH Managing Safely	HSQE Lted	Online	Y	Y	£125.00		
Sarah Moore	Finance and Admin Manager	20/07/2022	Legionella and Legionaires Awareness	High Speed Training	Online	Y	Y	£25.00		
Rodney Marshall	Duty Manager	20/07/2022	Legionella and Legionaires Awareness	High Speed Training	Online	Y	Y	£25.00		
Sarah Moore	Finance and Admin Manager	03/08/2022	Mental Health Awareness for Managers	High Speed Training	Online	Y	Y	£25		
Alex Robins	General Manager	03/08/2022	Mental Health Awareness for Managers	High Speed Training	Online	Y	Y	£25		
Emma Evans	Reception/Admin Assistant	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		Excellent, detailed but appropriate level.
Charlotte Benham	Projects Officer	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Ben Crane	Facilities and Open Spaces Manager	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Charlotte Soane		03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Amy Stanton-Hogg	Marketing Manager	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Dan Dunk	Bar and Café manager	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Rodney Marshall	Duty Manager	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Kai Julian	Duty Manager	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Ruairi McNulty	Bar and Café Manager	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Sian Taylor	Cemetery Clerk	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Sarah Moore	Finance and Admin Manager	03/08/2022	Stress Awareness in the Workplace	High Speed Training	Online	Y	Y	£30		
Alex Robins	General Manager	03/08/2022	Stress Awareness in the Workplace	High Speed Training	Online	Y	Y	£30		
Ben Crane	Facilities and Open Spaces Manager	03/08/2022	Fire Warden	High Speed Training	Online	Y	Y	£35		
Rodney Marshall	Duty Manager	03/08/2022	Fire Warden	High Speed Training	Online	Y	Y	£35		
Kai Julian	Duty Manager	03/08/2022	Fire Warden	High Speed Training	Online	Y	Y	£35		

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Charlotte Benham	Projects Officer	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Emma Evans	Reception/Admin Assistant	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Sian Taylor	Cemetery Clerk	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Kai Julian	Duty Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Charlotte Soane	Box Office Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Alex Robins	General Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Henry Douthwaite	Bar Staff	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Ruairi McNulty	Technical Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Amy Stanton-Hogg	Marketing Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Sarah Moore	Finance and Admin Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Claudia Murphy	Box Office/Marketing Assistant	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Karen Godfrey	Ancells Farm	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Dan Dunk	Bar and Café Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Rodney Marshall	Duty Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Ruairi McNulty	Technical Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Rodney Marshall	Duty Manager	03/08/2022	Asbestos Awareness (Categor A)	High Speed Training	Online	Y	Y	£25		
Ruairi McNulty	Technical Manager	03/08/2022	Asbestos Awareness (Categor A)	High Speed Training	Online	Y	Y	£25		
Charlotte Benham	Projects Officer	09/08/2022	Safeguarding - Level 2	Virtual College	Online	Y	Y	£30.00		
Sarah Moore	Finance and Admin Manager	09/08/2022	Safeguarding - Level 2	Virtual College	Online	Y	Y	£30.00		
Ben Crane	Facilities and Open Spaces Manager	04/10/2022	Budgeting	HALC	Winchester	Y	Y	£30.00		
Sarah Moore	Finance and Admin Manager	04/10/2022	Budgeting	HALC	Winchester	Y	Y	£30.00		
Sian Taylor	Cemetery Clerk	06/10/2022	Management of Memorials	ICCM	In person	Y	Y	£135.00		
Emma Evans	Reception/Admin Assistant	12/10/2022	Advice First Aid Training	CAB	In person	Y	Y	£0.00		Excellent, extremely useful for staff answering phone, dealing with face to face enquiries

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Sarah Moore	Finance and Admin Manager	12/10/2022	Advice First Aid Training	CAB	In person	Y	Y	£0.00		
Ben Crane	Facilities and Open Spaces Manager	10/11/2022	Introduction to Planning for Local Councils	HALC	Online	Y	Y	£48.00		
Amy Stanton-Hogg	Marketing & Box Office Manager	17/01/2023	GDPR Training	High Speed Training	Online	Y	Y	£25.00		
Charlotte Soane	Box Office & Admin Supervisor	12/01/2023	GDPR Training	High Speed Training	Online	Y	Y	£25.00		
Claudia Murphy	Marketing & Box Office Assistant	12/01/2023	GDPR Training	High Speed Training	Online	Y	Y	£25.00		
Rochelle Halliday	Executive Officer	13/01/2023	Fire Warden	Ihasco	Online	Y		£20.00		
Sarah Moore	Finance and Admin Manager	13/01/2023	Fire Warden	Ihasco	Online	Y		£20.00		
Charlotte Benham	Projects Officer	13/01/2023	Fire Warden	Ihasco	Online	Y	Y	£20.00		
Alex Robins	Harlington Manager	13/01/2023	Fire Warden	Ihasco	Online	Y		£20.00		
Henry Douthwaite	Duty Manager	13/01/2023	Fire Warden		Online	Y		£20.00		
Rochelle Halliday	Executive Officer	31/01/2023	Legionella and Legionaires Awareness	Ihasco	Online	Y		£25.00		
Sarah Moore	Finance and Admin Manager	21/02/2023	Year End Accounts and Audit	HALC	Online	Y		£30.00		
Ben Crane	Facilities and Open Spaces Manager	21/02/2023	Year End Accounts and Audit	HALC	Online	Y		£30.00		
Amy Stanton-Hogg	Marketing & Box Office Manager	23/02/2023	Ticketsolve Training Recharge Conference 23	Ticketsolve	In Person	Y		£0.00	Free, just need to pay travel	
Charlotte Soane	Box Office & Admin Supervisor	23/02/2023	Ticketsolve Training Recharge Conference 23	Ticketsolve	In Person	Y		£0.00	Free, just need to pay travel	
Claudia Murphy	Marketing & Box Office Assistant	23/02/2023	Ticketsolve Training Recharge Conference 23	Ticketsolve	In Person	Y		£0.00	Free, just need to pay travel	
Sarah Moore	Finance and Admin Manager	Waiting for date	Managing Staff in Local Councils	HALC	Online	N				
Sarah Moore	Finance and Admin Manager	Waiting for date	Introduction to Health and Safety	HALC	Online	N				

**£1,858.00**