ALSAGER TOWN COUNCIL

DATE AGENDA POSTED: TUESDAY 24 NOVEMBER 2026

NAME OF MEETING: PERSONNEL COMMITTEE

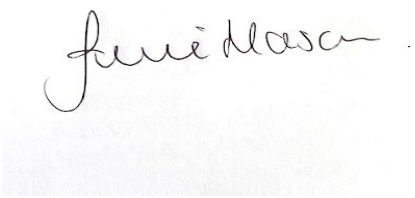
VENUE: ALSAGER CIVIC

DATE OF MEETING: MONDAY 30 NOVEMBER 2026

TIME OF MEETING: 3:15 P.M.

MEMBERS: J Buckley; J Hearne; S. Helliwell; P Hubbard; S Ovenden; M Unett; C Venables

You are hereby summoned to attend a meeting of the Personnel Committee for the purpose of transacting the following business.



AGENDA APPROVED BY J MASON
TOWN CLERK & RFO

AGENDA – PART 1 OPEN AGENDA

1. Apologies

To receive apologies for absence.

2. Declaration of Interest

Members are requested to declare both personal and prejudicial interests as early as possible in the meeting.

3. Minutes of Previous Meetings

To confirm the Minutes of the Meetings of the Personnel Committee held on 21 October 2026. See attached.

4. Matters Arising

To note any matters arising from the confirmed Personnel Committee meeting Minutes dated 21 October 2026.

5. Public Participation Period

An opportunity for residents of Alsager to ask questions about issues in accordance with Standing Order 2 of the Town Council's Standing Orders, this period is limited to 20 minutes.

AGENDA – PART 2 EXEMPT AGENDA

MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC EXCLUDED

6. Exclusion of the press and public

To resolve under the 1960 Public Bodies (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.

7. Town Council Staffing Structure

To receive the new proposed staffing structure from 1 January 2027 due to the recent undertaking of the management of the allotments and recommend to Full Council the suggested amendments as in the enclosure pack. Copy to follow.

8. Civic Absence

To receive a verbal update from the Clerk.

ALSAGER TOWN COUNCIL

PERSONNEL COMMITTEE

MINUTES OF MEETING HELD IN ALSAGER CIVIC

ON WEDNESDAY 21 OCTOBER 2026

Present:
Councillor J Hearne (Chair)
Councillor M Unett (Vice Chair)
Councillor J Buckley
Councillor P Hubbard
Councillor S Ovenden
Councillor C Venables

J Mason (Town Clerk)
C A Bagnall (Deputy Town Clerk)

No Members of the Press
No Members of the Public

P26/30 Apologies for Absence

Apologies for absence were received from Councillor S Helliwell.

P26/31 Non Attendance

There were no members who did not attend and did not give their apologies.

P26/32 Declarations of Interest

Councillor J Hearne declared her interest as a Trustee of Jane Maddock Homes.

Councillor M Unett declared his interest as the Manager, Trustee and Secretary of Alsager Social Club.

Councillor J Buckley declared her interest as a member of the Music Festival.

P26/33 Minutes of the Previous Meeting

The Minutes of the meeting dated 8 July 2026 were referred to and it was: -

Resolved: That, the Minutes of the Meeting of the Personnel Committee dated 8 July 2026 were confirmed as a correct record and signed by the Chair.

DRAFT

P26/34 Matters Arising

Resolved:

a) That, further to Min. Ref. P26/27 dated 8 July 2026, it was noted the Temporary Town Ranger has now been recruited into a permanent position.

b) That, further to Min. Ref. P26/26 dated 8 July 2026, it was noted that the Alsager Civic Administrator position has not been recruited, subject to a new Civic staffing structure review which is on the agenda under item 6.

P26/35 Public Participation

There were no members of the public present.

P26/36 Draft Staffing Budget FY2027/2028

The Clerk reported that from taking overall responsibility of the management of the allotments since September the staffing element for the managing of the four sites is very early but her recommendations were as follows from 1 April 2027:

i) Facilities Manager - currently 28 hours to 31 hours
ii) Finance Officer - currently 28.5 hours to 30 hours
iii) Finance Admin - currently 16 hours to 17 hours
iv) Administration Assistant - currently SCP 8 - 11 move to SCP 10-14, currently 20 hours to 21 hours and change to Administration Officer.
v) Town Ranger – to employ an casual Town Ranger from May to August.

The Institute Budget has been drafted and it was reported to Council (8/7/25 TC25/50) that they agree as did the Trustees (13/8/25 IT25/39), the Institute is recharged for staffing costs for time spent running it up to an amount based on what the Institute can afford from its rental income, acknowledging that the amount not recharged represents, in part, the subsidy the Council provides the Charity to enable it to operate.

The draft pay budget includes an expected staff cost recharge of £26,055 (£26,913 in 2026-27) after a reduction of £15,000 (representing the Council subsidy to Alsager Institute for 27/28). That is a reduction of £5,000 subsidy from the Council in comparison to FY26/27 when the Council discounted the management administration recharges to Alsager Institute by a sum of £20,000. As the level of Council subsidy to the Charity is based upon what the Institute can afford from its rental income, the reduction in the Council subsidy to the Charity is reflective of, and dependent upon, the increased income assumptions which have been modelled in the draft budget for Alsager Institute which, it should be noted, are still subject to the outcome of the process of reviewing rental income at Alsager Institute that is currently underway with the working group of Trustees nominated to conduct that exercise.

The overall draft budget for Alsager Institute is subject to review and confirmation by the Trustees on 28 October 2026.

Resolved:

a) That, the draft staffing budget FY2026-27 was approved and recommended to the Finance & Governance Committee, subject to the following:

b) That, the risks to the staffing budget as listed in the risks log were noted.

c) That, it was recommended that £5,000 was included for recruitment costs.

d) That, it was approved that the budgeting assumption that casually employed bar staff will be a variable budget calculated at 10% of gross bar income.

e) Further to Town Council resolution TC25/50 made 8 July 2025, that:

   i. It was approved to agree a provisional recharge of Council staff costs to Alsager Institute of £26,055 for 2027/28, that being what the Institute can afford from its rental income, acknowledging that the amount not recharged (£15,000) represents, in part, the subsidy the Council provides the Charity to enable it to operate.

   ii. It was approved to formally record in minutes of the Charity the subsidy gifted from the Council to the Charity.

26/37 Exclusion of Public and Press

At the invitation of the Chair it was: -

Resolved: That, in accordance with the Public Bodies Admissions to Meetings Act 1960 as amended the public and press be excluded from the meeting for the following items of business on the grounds that they could involve the likely disclosure of private and confidential information, including staffing and salary issues.

P26/38 Civic Staffing Budget – Absence Cover

It was noted the costs incurred to date and the total forecast costs in order to continue to appropriately staff the Civic until the end of 2026. The Clerk noted the report did not include 54 hours of overs paid to the Deputy Civic & Operations Manager.
The Committee wished to thank the Deputy Manager for all her hard work and commitment.

Resolved: That, it was recommended to Council to approve £5,000 from General Reserves for staffing costs in order to continue to appropriately staff Alsager Civic until the end of 2026, in addition to the £5,500 already approved under Town Council resolution TC26/98.

P26/39 Civic Staff Structure

Resolved: That, there was a recommendation to Full Council to further release up to £12,500 to accommodate staffing costs in FY2026-27.

The meeting commenced at 3:15 p.m. and concluded at 4:10 p.m.

Signed by J Hearne
Chair

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