

Kirkby Stephen Town Council.

Explanation of Significant Variances between 2021 22 & 2022 23

6 April 2023

Box 4 | Staffing

In the period 2021 to 2023 the council employed three people, The Clerk & RFO, a Council Services & Admin Assistant and a Street Cleaner.

Staffing matters are dealt with under conditions of confidence by the council at full council meetings. The following (confidential) minutes deal with staffing matters in the 2022/23 year: 22/045 (June 7 2022), 22/144 22/145, 22/146 (December 6 2022), & 22/188 (February 7 2023).

Following an appraisal held in April 2023 by Councillors Lancaster and Thornton and reported to the following council meeting by the Chairman, councillors approved the substantial regrading of the Clerk's pay to NJC LC2 SCP 26 with an annual increment to be applied from the 1st April every year. Gross pay for the Clerk was estimated to rise by 23.36% (£5,868). The NJC announced a further pay award to be backdated to April in November 2022. At its December meeting the council authorised the application of the pay award and the working of hours over contract arising from additional workload associated with the delivery of the council's adopted plan regarding the fundraising and delivery of the Kirkby Stephen Youth Centre and improvement works to Jubilee Park.

Following an appraisal held in September 2023 by the Clerk and the Chairman no changes were made to the Street Cleaner's pay and conditions. The street cleaner is paid at minimum wage for weekday working and £11.20 for weekend working.

Following an appraisal held in January 2023 by the Clerk and Cllr Lancaster no changes were made to the Council Services & Admin Assistant's pay and conditions. A national pay settlement was applied.

Figures forming the basis of comparison between years are as follows:

2023

Net Pay	£44,061.96	
Employers NIC	£15,792.22	
Employers/Employees Pension ctr.	£2,163.02	
		£62,017.23

2022

Net Pay	£32,466.23	
Employers NIC	£11,981.18	
Employers/Employees Pension ctr.	£1,326.91	
		£45,774.32

Box 6 | Other Payments

During the course of the year the Town Council disbursed and reduced restricted funds to the value of £61,515.13 as follows:

£58,290.13 to the Evergreen Community Trust and Kirkby Stephen Youth Centre. The Council was approached in 2020 over accepting the transfer of the Evergreen Building (a prefab) on Redmayne

Road. The building had been used for youth work but the charity which owned it had become moribund. The Council resolved that it did not have a duty or a power that would allow it to refurbish and reopen the Evergreen Building as a Youth Centre and investigated the setting up of a charity to hold the asset in trust for public benefit. In the meantime, the council funded the overheads/utility costs of the building together with a professional fee for a valuation and raised funds for the charity which it held in a restricted reserve on the charity's behalf. The Charity constituted and incorporated as a CIO in January 2022 (Evergreen Community Trust reg no 1198647) and the balance of reserve was transferred to it in a final payment drawn on the restricted reserve of £57,897.79 on the 14th October 2022 (transaction no 174) ahead of the anticipated start of refurbishment.

Other reductions of restricted funds are as follows:

1. £140.00 Clock Fund, Servicing Costs.
2. £1,890.00 A bronze plaque for Lady Anne statue.
3. £1,195.00 A complete reduction of the Calor Fund to pay for Xmas Lights.

Taking these items into account the underlying variance is £259 less than 15%/£500 and therefore not requiring further explanation. The council publishes statements and budget monitors detailing all of the above on a monthly and quarterly basis.