

**Cyngor Tref Llanandras a Norton  
PRESTEIGNE AND NORTON TOWN COUNCIL**

---

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD 26<sup>TH</sup> NOVEMBER 2018  
AT THE SHIREHALL, BROAD STREET, PRESTEIGNE**

**Present:** Cllrs. C.Kirkby MBE (Mayor), J. Wilding, R. Bennett.

**Apologies:** Cllrs C. Ruby, B. Baynham.

**Declarations of Interest:** Members were requested to declare any personal and/or prejudicial interests they may have in matters to be considered at the meeting in accordance with the terms of the Local Authorities (Model Code of Conduct Order) (Wales) Order 2008 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016.

*Personal: None.*

*Personal and Prejudicial: None.*

**MIN ST1/18 ELECTION OF CHAIRMAN 2018/19**

Cllr. Kirkby was elected unanimously.

**MIN ST2/18 ELECTION OF VICE CHAIRMAN 2018/19**

Cllr Bennett was elected unanimously.

**MIN ST3/18 INCREASE IN MINIMUM PENSION CONTRIBUTIONS FOR 2019/20**

The statutory increase to 3% employers and 5% staff was noted.

**MIN ST4/18 EXPECTED INCREASE IN NATIONAL PAY SCALES**

It was noted that the expected increase was 2% but was yet to be confirmed.

**MIN ST5/18 TRAINING REQUIREMENTS FOR CLERK IN 2019/20**

Agreed to recommend a training budget of £340 for 2019/20.

Agreed to recommend that the Clerk attend the annual Practitioners Conference in February 2019 (cost £299 plus VAT)

**MIN ST6/18 EXCLUSION OF PUBLIC AND PRESS**

*Resolved under the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting during the consideration of the following business because of the confidential nature of the following items.*

*The Town Clerk left the room for the following item.*

**MIN ST7/18 ANNUAL APPRAISAL OF CLERK AND REVIEW OF CLERK'S HOLIDAY ARRANGEMENTS**

Cllr. Kirkby explained the appraisal process and Members discussed the completed appraisal. It was agreed that the contracted incremental increase be implemented from 1<sup>st</sup> April, 2019. No change to holiday arrangements.

*The Town Clerk returned to the room at this point.*

**MIN ST8/18 BUDGET RECOMMENDATIONS FOR 2019/20**

It was agreed to recommend a salary budget of £23,500 for 2019/20. This amount included the incremental increase and the expected 2% rise in national pay scales.

**MIN ST9/18 URGENT BUSINESS INFORMATION**

None.

*Summary of Recommendations -*

*To note the statutory increase in pension contributions*

*To note the expected increase in the national pay scales with the confirmed figures to be presented to full Council as soon as available.*

*Training Budget of £340 for 2019/20*

*To confirm the annual appraisal of the Clerk.*

*To agree attendance at the Practitioner's Conference.*

*To recommend a budget of £23,500 for salary costs in 2019/20.*

The meeting closed at 6.40 pm.