

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

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**MINUTES OF THE STAFFING COMMITTEE MEETING HELD 20<sup>TH</sup> DECEMBER 2017  
AT THE SHIREHALL, BROAD STREET, PRESTEIGNE**

**Present:** Cllrs. J. Wilding (Mayor), C.Kirkby MBE ( Deputy Mayor), D. Edwards, C. Ruby, N. Rogers.  
**Apologies:** None.

**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 ST1/17 ELECTION OF CHAIRMAN 2017/18**

Cllr Wilding was proposed by Cllr. Kirkby, seconded by Cllr. Rogers and duly elected.

**MIN ST2/17 ELECTION OF VICE CHAIRMAN 2017/18**

Cllr Kirkby was proposed by Cllr. Edwards, seconded by Cllr. Ruby and duly elected.

**MIN ST3/17 INCREASE IN MINIMUM PENSION CONTRIBUTIONS FOR 2018-19**

The statutory increase to 2% employers and 3% staff was noted.

**MIN ST4/17 EXPECTED INCREASE IN NATIONAL PAY SCALES**

It was noted that the expected increase was 2% but this was still under negotiations.

**MIN ST5/17 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.*

**MIN ST6/17 ANNUAL APPRAISAL OF CLERK AND REVIEW OF CLERK'S HOLIDAY ARRANGEMENTS**

Cllr. Wilding 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, 2018. It was noted that the Clerk had taken very few of her annual holiday hours and Cllr. Wilding had stressed the importance of taking annual leave. Memers noted the recommendation for a five year plan but agreed that given the ongoing changes at Powys County Council it was more important to remain flexible for the foreseeable future.

**MIN ST7/17 TRAINING REQUIREMENTS FOR CLERK IN 2018-19**

Agreed to recommend a training budget of £350 for 2018/19.

Agreed to recommend that the Clerk attend the annual Practitioners Conference in February 2018 (cost £269 plus VAT)

**MIN ST8/17 BUDGET RECOMMENDATIONS FOR 2018-19**

It was agreed to recommend a budget of £21,750 for 2018-19. This amount included the incremental increase and the expected 2% rise in national pay scales.

### **MIN ST9/17 EMPLOYMENT OF OTHER STAFF.**

This was considered with particular relevance to street cleaning given the comments received from PACDG and some residents. Given the additional responsibilities involved in employing staff it was felt that the employment of additional staff was not appropriate at this point in time. It was agreed that for the present it was better to work with the County Council to ensure a good service in Presteigne.

### **MIN ST10/17 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 £350 for 2018-19*

*To confirm the annual appraisal of the Clerk.*

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

*To recommend a budget of £21,750 for salary costs in 2018-19.*

*No employment of other staff, including a street cleaner at this point*

The meeting closed at 7.00 pm.

DRAFT