

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD 2ND NOVEMBER 2020
VIA VIDEO CONFERENCING**

Present: Cllrs. T. Owens (Mayor), C. Kirkby MBE, D Davies, D. Edwards, C. Ruby, B. Baynham.

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 ST1/20 ELECTION OF CHAIRMAN 2020/21

It was proposed that Cllr Colin Kirkby be re-elected chairman and this was unanimously agreed.

MIN ST2/20 ELECTION OF VICE CHAIRMAN 2020/21

It was unanimously agreed Cllr Debbie Davies be elected Vice-Chairman.

MIN ST3/20 INCREASE PENSION CONTRIBUTIONS FOR 2021/22

It was noted that there was no statutory increase in 2021/22.

MIN ST4/20 EXPECTED INCREASE IN NATIONAL PAY SCALES 2021/22

It was agreed the Council should budget for 2.5% but this could be adjusted if needed when the outcome of the pay review is known.

MIN ST5/20 EXCLUSION OF PUBLIC AND PRESS

Resolved under the Public Bodies (Admission to Meetings) Act 2060 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.

No public were present.

MIN ST6/20 TRAINING REQUIREMENTS FOR CLERK IN 2021/22

It was confirmed Presteigne and Norton's contribution to the total training budget for the Clerk was £330 per annum. It was agreed this amount for training be allocated for 2021-22. It was noted there is a 50% bursary available for the SLCC Conference for Welsh Clerks and it was agreed this should be explored. It was agreed to invite the Clerk into the meeting for clarification on this point.

The Clerk, Mrs T Price joined the meeting.

Mrs Price reported the SLCC discount was dependent on the level of precept raised by a Council and it was felt Presteigne and Norton Town Council's precept would be above the threshold that would make us eligible for this discount. It was reported there was £130 remaining in the 2020-21 training budget as, due to Covid-19 restrictions, some courses had been online.

Mrs T Price left the meeting.

After discussion, it was agreed the training budget contribution from Presteigne and Norton Town Council would remain at £330 with £200 of this being precepted for the 2021-22 financial year. The balance of £130 would be carried forward from the 2020-21 financial year.

MIN ST7/20 ANNUAL APPRAISAL OF CLERK AND REVIEW OF CLERK'S HOLIDAY ARRANGEMENTS

The Clerk's annual appraisal was noted and agreed. It was agreed the committee should record a Vote of Thanks to the Clerk for the unusual conditions under which she had had to operate during the Covid-19 pandemic.

MIN ST8/20 BUDGET RECOMMENDATIONS FOR 2021/22

The budget for the Clerk be set at £25,550. It was agreed we would assume there would be a cost of living increase of 2.5 percent.

The Training Budget be set at £330 with £200 precepted for the 2021-22 year and £130 carried forward from the 2020-21 budget.

MIN ST9/20 UPDATED CONTRACT OF EMPLOYMENT FOR TOWN CLERK

Members reviewed the contract and resolved no alterations should be made. It was felt that under Item 11 of the contract we should be shown a copy of the Clerk's Home Working Insurance certificate.

MIN ST10/20 URGENT BUSINESS INFORMATION

It was felt the arrangement wherein the Clerk's payment for work with the Allotments was separate to her normal salary was an anomaly and it would be better if her salary were consolidated. Agreed to recommend this for discussion at the next meeting of the Staffing Committee.

Summary of Recommendations -

To note that there would be no increase in pension contributions in 2021-22

To note the expected increase in the national pay scales.

Training Budget of £330 for 2021/22 with £200 raised from the new precept and £130 carried forward from the 2020/21 training allocation that was unused.

To confirm the annual appraisal of the Clerk.

To recommend a budget of £25,550 for salary costs in 2021/22.

To confirm the updated contract of employment for the Clerk and for that contract to be duly signed by the Mayor/Chairman and the Clerk.

The meeting closed at 8.05 pm.