

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

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**MINUTES OF THE STAFFING COMMITTEE MEETING HELD 19<sup>TH</sup> DECEMBER 2022  
IN THE GREEN ROOM, ASSEMBLY ROOMS, BROAD STREET, PRESTEIGNE**

**Present:** Cllrs. (Mayor) D. Edwards, B. Baynham, T. Owens, J. Wilding, A. Van Huls.

**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 2108 and the Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2116.

*Personal: None.*

*Personal and Prejudicial: None.*

**MIN ST1/22 ELECTION OF CHAIRMAN 2022/23**

It was proposed that, while there would be an annual election of the Chairman, that serious consideration should be given to the Chairman of the Staffing Committee should hold the post for the duration of the term of the Council.

Cllr J Wilding was proposed by Cllr D Edwards and seconded by Cllr B Baynham. Everyone was in favour and Cllr Wilding accepted the post.

**MIN ST2/22 ELECTION OF VICE CHAIRMAN 2022/23**

Cllr B Baynham was proposed by Cllr J Wilding and was seconded by Cllr D Edwards. Everyone was in favour and Cllr Baynham accepted the post.

**MIN ST3/22 EXCLUSION OF PUBLIC AND PRESS**

*Resolved under the Public Bodies (Admission to Meetings) Act 2160 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 ST4/22 EXPECTED INCREASE IN NATIONAL PAY SCALES 2022/23**

It was noted there was likely to be a shortfall for the financial year 2022-23 and it was agreed recommend that £900 be taken from free reserves to cover this.

It was reported that the committee didn't have precise figures for the proposed pay award for 2023-24. After discussion, it was agreed we should budget for a 5 percent rise, but it was noted that the current financial situation meant it was difficult to accurately estimate the final figure.

**MIN ST5/22 ANNUAL APPRAISAL OF CLERK**

It was agreed that that Mayor and the Chairman of the Staffing Committee should do the Clerk's appraisal.

Cllr B Baynham gave a report on the appraisal highlighting the achievements of the past year. The committee accepted the appraisal and it was formally adopted.

**MIN ST6/22 TRAINING REQUIREMENTS FOR CLERK IN 2023-24**

It was reported that the Clerk had expressed a desire to attend the One Voice Wales Conference. It was confirmed there was already £435 set aside within the training budget and it was reported this would cover the cost of the course. It was agreed this money should be used for the course.

**MIN ST7/22 REVIEW OF CLERK'S STANDARD HOURS**

It was agreed the Clerk's hours should remain at 100 per month.

**MIN ST8/22 REVIEW OF ALLOTMENT HOURS/PAYMENT ARRANGEMENTS**

It was confirmed the Clerk was paid for the hours she spent on work specifically for the Allotments. The committee agreed this system should continue.

**MIN ST9/22 ANNUAL LEAVE ARRANGEMENTS AND TO NOTE ADDITIONAL DAY PER ANNUM INC IN NATIONAL PAY AWARD**

It was reported that, as part of the National Pay Award, the Clerk would be entitled to an additional day's leave. This was noted.

**MIN ST10/22. BUDGET RECOMMENDATIONS FOR 2023-24**

As had been previously discussed in the meeting it was agreed the Staffing Committee should recommend the following to full Council: Salary including allowance for National Pay Award, National Insurance and Employer's Pension Contribution: It was agreed we should recommend we make allowance for 5 per cent including the National Insurance. Clerk's Training: It was agreed to carry forward the £435 from this year's budget to cover the training costs for 2023-24

**MIN ST11/22 EMPLOYMENT OF ADDITIONAL STAFF**

Discussion followed regarding the possible payment of a street cleaner - as previously organised by PACDG. It was agreed the Town Council should not take this on, but rather we should set aside the £500 previously allocated for ad hoc cleaning jobs as and when it is felt they are needed

**MIN ST12/22 URGENT BUSINESS (INFORMATION ONLY) (at discretion of Chair)**

None.

*Summary of Recommendations -*

Annual Appraisal be noted.

Clerk's hours to be unchanged.

Payment of Hours worked for Allotments: Arrangements to remain unchanged.

Additional Day of Annual Leave (part of national pay award) noted.

Draft Budget Recommendations –

Annual Salary including employer's pension and national insurance payments £28,100

Training: to come from existing allocated reserve.

No additional Staff to be appointed but ad hoc cleaning jobs to be bought in as required.

The meeting closed at 8.00 pm.