

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD 3RD DECEMBER 2024
AT THE NORTON COMMUNITY HUB AND VIA VIDEO CONFERENCING**

Present: Cllrs. B. Baynham, D. Edwards, 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 ST1/24 ELECTION OF CHAIRMAN 2024-25

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

MIN ST2/24 ELECTION OF VICE CHAIRMAN 2024-25

Cllr T. Owens was proposed by Cllr. Edwards and was seconded by Cllr. Van Huls. Everyone was in favour and Cllr. Owens accepted the post.

MIN ST3/24 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 ST4/24 INCREASE IN NATIONAL PAY SCALES 2024-25 AND EXPECTED INCREASE IN 2025-26

Members noted the new pay scales for 2024-25. No information as yet available for 2025-26. Agreed budget to be set allowing for a 3% increase at £30,643. This included the planned increase in employer national insurance contributions. Any balance in excess of this to be met from free reserves.

MIN ST5/24 ANNUAL APPRAISAL OF CLERK

Members noted the annual appraisal which had been completed with the Clerk by Cllrs. Owens and Wilding.

MIN ST6/24 TRAINING REQUIREMENTS FOR CLERK IN 2025-26

No specific requirements for 2025-26. An allocated reserve was held and this was considered adequate for coming financial year..

MIN ST7/24 REVIEW OF HOURS/ALLOTMENT HOURS/PAYMENT ARRANGEMENTS

Resolved no changes to be made. The Staffing Committee noted the increase in the amount of time taken to administer the allotments. It was felt it was perhaps time for an over all review of the allotments and this should include a review of their organic status.

MIN ST8/24 ANNUAL LEAVE ARRANGEMENTS

Noted that annual leave was being taken on an even spread throughout the year.

MIN ST9/24. BUDGET RECOMMENDATIONS FOR 2025-26

As had been previously discussed in the meeting it was agreed the Staffing Committee should recommend the following to full Council:-

Annual Salary inc Employer's pension/NI - £30,643. Any amount in excess of this to be met from free reserves.

Clerk's Training: £0. Adequate allocated reserve held.

MIN ST10/24 EMPLOYMENT OF ADDITIONAL STAFF

Resolved not to employ any additional staff but to continue with the use of contractors.

MIN ST11/24 URGENT BUSINESS (INFORMATION ONLY) (at discretion of Chair)

None.

Summary of Recommendations -

Annual Appraisal be noted.

Clerk's hours unchanged.

Payment of Hours worked for Allotments: Arrangements - unchanged.

Draft Budget Recommendations as follows:

Annual Salary including employer's pension and national insurance payments £30,643 with any balance to come from free reserves

Training: to come from existing allocated reserve.

No additional Staff to be appointed.

It had been suggested during the Clerk's appraisal that the Staffing Committee should review the Clerk's job description. After discussion, the committee felt there was no need to do this at this time.

The meeting closed at 7.55 pm.