

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD 20TH NOVEMBER 2023
VIA VIDEO CONFERENCING**

Present: Cllrs. D. Edwards, T. Owens, J. Wilding, A. Van Huls.

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

Personal: None.

Personal and Prejudicial: None.

MIN ST1/23 ELECTION OF CHAIRMAN 2023/24

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

MIN ST2/23 ELECTION OF VICE CHAIRMAN 2023/24

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 ST3/23 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 ST4/23 INCREASE IN NATIONAL PAY SCALES 2023/24 AND EXPECTED INCREASE IN 2024/25

Members noted the new pay scales for 2023-24. No information as yet available for 2024-25. Agreed budget to be set allowing for a 3% increase at £28,880. Any balance to be met from free reserves.

MIN ST5/23 ANNUAL APPRAISAL OF CLERK

Members noted the annual appraisal which had been completed with the Clerk by Cllrs. Baynham and Wilding. The need for a summary document to cover day to day working in case of emergency/sickness was highlighted and Cllr. Wilding confirmed that the Clerk was in the process of completing this. In addition the need for clear terms and conditions when using volunteers was noted for future projects as was the need for more Council involvement in such matters.

MIN ST6/23 TRAINING REQUIREMENTS FOR CLERK IN 2024-25

No specific requirements for 2024-25. An allocated reserve was held and this was considered adequate for 2024-25.

MIN ST7/22 REVIEW OF HOURS/ALLOTMENT HOURS/PAYMENT ARRANGEMENTS

Resolved no changes to be made.

MIN ST8/22 ANNUAL LEAVE ARRANGEMENTS

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

MIN ST9/22. BUDGET RECOMMENDATIONS FOR 2024-25

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 - £28,880

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

MIN ST11/22 EMPLOYMENT OF ADDITIONAL STAFF

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

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

None.

Summary of Recommendations -

Annual Appraisal be noted. (Emergency Work Plan to be written by the Clerk)

Clerk's hours unchanged.

Payment of Hours worked for Allotments: Arrangements - unchanged.

Draft Budget Recommendations –

Annual Salary including employer's pension and national insurance payments £28,880 with any balance to come from free reserves

Training: to come from existing allocated reserve.

No additional Staff to be appointed.

The meeting closed at 6.48 pm.