

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

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD 26TH NOVEMBER 2019
AT THE SHIREHALL, BROAD STREET, PRESTEIGNE**

Present: Cllrs. T. Owens (Mayor), C. Kirkby MBE, R. Bennett, 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 ST1/19 ELECTION OF CHAIRMAN 2019/20

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

MIN ST2/19 ELECTION OF VICE CHAIRMAN 2019/20

It was unanimously agreed Cllr Rory Bennett be re-elected Vice-Chairman.

MIN ST3/19 INCREASE PENSION CONTRIBUTIONS FOR 2020/21

It was noted that there was no statutory increase in 2020/21.

MIN ST4/19 EXPECTED INCREASE IN NATIONAL PAY SCALES

Noted – to be added when known.

MIN ST5/19 TRAINING REQUIREMENTS FOR CLERK IN 2020/21

Councillors held a phone conversation with the Clerk, Mrs. Tracey Price, about the merits of the two-day Practitioners Conference at Kenilworth as to how useful this is and whether or not the Council can justify the anticipated cost of £320 plus VAT. Mrs Price felt the Practitioners Course is useful as are the other courses.

Following the telephone conversation, the issue was further discussed and It was recommended that the Clerk should attend only day one of the Practitioners Conference at a cost of £105 + VAT

It was further agreed the clerk should determine the relative merits of the other four conferences/courses as the agendas are made up.

MIN ST6/19 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.

No public were present.

MIN ST7/19 ANNUAL APPRAISAL OF CLERK AND REVIEW OF CLERK'S HOLIDAY ARRANGEMENTS

The Clerk's annual appraisal was noted and agreed. In particular the Committee congratulated Mrs Price on being awarded the Innovative Practice Award by the Society of Council Clerks.

The committee reviewed the clerk's increasing hours over the past five years and noted that in her annual appraisal the increasing hours were cited as a concern by the clerk herself.

The Committee discussed this at length and recommended that greater consideration should be given as to which meetings and events the clerk should have to attend. It was agreed it was vital

the Clerk should be at full Town Council meetings and Sites and Buildings meetings. However it was agreed we were probably putting too much onus on the clerk who was attending a number of other events and perhaps there was no need for her to do so unless specifically requested to do so by the Town Council. The Councillors will deal with more run-of-the-mill meetings.

The plan aims to reduce the hours worked by the Clerk. We are hoping that now most of the Community Asset Transfer issues being resolved (with the exception of the library) this should make inroads into the number of excessive hours.

Now that the 'new' Councillors have bedded in, they should be expected to step up and take more responsibility themselves. This would also help reduce the number of hours worked by the Clerk.

It was agreed that the 112 hours worked this year was excessive and further agreed the Town Council would take steps as above to reduce this number. It was felt that cutting the number of meetings the Clerk needs to attend should reduce this to the agreed figure of 100 hours. This figure would be reviewed next year.

Councillors requested the clerk outline just what the 'Enhanced Rate for Allotments' involves? There are a number of the 2017 intake on the staffing committee who weren't sure why there is an enhanced rate. This was clarified during a phone conversation with the Clerk later in the meeting.

Annual increment: It was agreed this should be approved and the Clerk should move up to Point 32. For clarification, it was confirmed the clerk should do 100 hours per month on Point 32. Note: the annual pay award - as yet undecided - will be added when it is confirmed (as per agenda item 6).

Town Council website: It was questioned whether we really need a meeting with Gaby Rivers to decide whether or not Gaby has time to update the What's On page on the Town Council website. Trevor to speak to Gaby and it was agreed we should see whether it is possible to give PACDG limited access to pages on the website for the sole purpose of updating the What's On guide.

MIN ST8/19 BUDGET RECOMMENDATIONS FOR 2020/21

- The Clerk should move to Point 32 on the pay scale from 1st April 2020.
- The budget for the Clerk be set at £24,149.88 (cost of living increase to be added when known).
- Training Budget £150.

MIN ST9/19 URGENT BUSINESS INFORMATION

None.

Summary of Recommendations -

To note that there would be no increase in pension contributions in 2020-21

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 £150 for 2020/21 To confirm the annual appraisal of the Clerk.

To agree attendance at the Practitioner's Conference.

To recommend a budget of £24,149.88 for salary costs in 2020/21 plus the cost of living increase.

To discuss with the Judges' Lodgings the possibility of PACDG updating the What's On Pages of the website.

The meeting closed at 9.10 pm.