

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

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**MINUTES OF THE STAFFING COMMITTEE MEETING HELD 24th NOVEMBER 2021  
VIA VIDEO CONFERENCING**

**Present:** Cllrs. F. Preece (Mayor), D Davies, D. Edwards, C. Ruby, B. Baynham.

**Apologies:** Cllr. C. Kirkby MBE.

**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 ST1/21 ELECTION OF CHAIRMAN 2021/22**

It was proposed that Cllr D. Davies be elected chairman and this was unanimously agreed.

**MIN ST2/21 ELECTION OF VICE CHAIRMAN 2021/22**

It was unanimously agreed Cllr Fiona Preece (Mayor) be elected Vice-Chairman.

**MIN ST3/21 PENSION CONTRIBUTIONS FOR 2022/23**

It was noted that there was no statutory increase in 2022/23.

**MIN ST4/21 EXPECTED INCREASE IN NATIONAL PAY SCALES 2021/22 AND 2022/23**

It was agreed the Council should budget for expected increases of 1.75% for 2021/22 and 2022/23

**MIN ST5/21 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 ST6/21 ANNUAL APPRAISAL OF CLERK AND REVIEW OF CLERK'S HOLIDAY ARRANGEMENTS**

The Clerk's annual appraisal was noted and agreed.

A discussion took place regarding the timing of the Town Clerk's Annual Review and a number of recommendations were agreed to submit to Full Council - full details are contained in the confidential note to be produced which will be placed on file and attached to the Clerk's appraisal for 2021.

It was agreed that a vote of thanks should be recorded for the sterling work carried out by the Town Clerk during another difficult year.

**MIN ST7/21 TRAINING REQUIREMENTS FOR CLERK IN 2022/23**

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 2022-23. 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 to clarify and then left.*

After discussion, it was agreed the training budget contribution from Presteigne and Norton Town Council would be £280, as requested by the Town Clerk.

### **MIN ST8/21 REVIEW OF STANDARD HOURS AND HOURS/PAYMENT FOR ALLOTMENT WORK FROM APRIL 2022**

The Committee reviewed the hours spent on allotment work, as provided by the Town Clerk and were unable to set an average due to the fluctuation over the last five years. A number of recommendations were agreed to submit to Full Council - full details are contained in the confidential note to be produced which will be placed on file and attached to the Clerk's appraisal for 2021.

### **MIN ST9/21 BUDGET RECOMMENDATIONS FOR 2022/23**

It was agreed the Council would assume there would be a cost-of-living increase of 1.75% in both the current and forthcoming year. The budget for the Clerk be set at an amount to allow for this. The Clerk would be asked to provide amended figures for the full Council meeting. Training Budget be set at £280.

### **MIN ST10/21 URGENT BUSINESS INFORMATION**

None.

#### *Summary of Recommendations -*

*To note that there would be no increase in pension contributions in 2022-23*

*To note the expected increases in the national pay scales for the current and forthcoming financial years.*

*To confirm the annual appraisal of the Clerk.*

*To recommend a Training Budget of £280 for 2022/23.*

*To recommend a budget for salary costs in 2022/23. Amount to be confirmed at Full Council meeting.*

*Recommendations regarding the Clerk's appraisal, hours, pay for allotment work etc (as per confidential note).*

The meeting closed at 9.30 pm.