

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

**MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 1ST DECEMBER 2025
AT THE EAST RADNORSHIRE DAY CENTRE AND VIA VIDEO CONFERENCING**

Present: Cllrs. B. Baynham, D. Edwards (Mayor), T. Owens, C. Ross.

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 ST1/25 ELECTION OF CHAIRMAN 2025-26

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

MIN ST2/25 ELECTION OF VICE CHAIRMAN 2025-26

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

MIN ST3/25 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 ST4/25 INCREASE IN NATIONAL PAY SCALES 2025-26 AND EXPECTED INCREASE IN 2026-27

Members noted the new pay scales for 2025-26. No information as yet available for 2026-27. Agreed to recommend a budget to be set allowing for a 3% increase at £31,633.92. It was further agreed that no extra allowance for any increase in employer national insurance contributions was needed. Any balance in excess of £31,633.92 to be met from free reserves.

MIN ST5/25 ANNUAL APPRAISAL OF CLERK

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

Noted that when on annual holiday no Councillor should contact the Clerk and that the Mayor should be the point of contact. Emails to the Clerk would not receive a reply during this period. Likewise it was noted that replies would not be made 'out of hours'.

MIN ST6/25 TRAINING REQUIREMENTS FOR CLERK IN 2026-27

No specific requirements for 2026-27 but Members agreed to recommend that a training reserve budget should be considered when setting the Council budget in January.

MIN ST7/25 REVIEW OF HOURS/ALLOTMENT HOURS/PAYMENT ARRANGEMENTS

It was recommended that the system remain unchanged. It was further agreed that, should the Clerk be allocating more hours than normal to the allotments, she should flag this up to both the Chairman of Staffing Committee and the Chairman of Sites and Buildings Committee.

MIN ST8/25 ANNUAL LEAVE ARRANGEMENTS

Noted that annual leave was expected to be used by the end of the financial year.

MIN ST9/25. BUDGET RECOMMENDATIONS FOR 2026-27

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 - £31,634. Any amount in excess of this to be met from free reserves.

Clerk's Training: Consideration of training budget allocation to be made during made during precept setting in January.

MIN ST10/25 CLERK'S JOB DESCRIPTION

No changes.

MIN ST11/25 EMPLOYMENT OF ADDITIONAL STAFF

Resolved not to employ any additional staff but to continue with the use of contractors. No change to current hourly rates paid.

MIN ST12/25 URGENT BUSINESS (INFORMATION ONLY) (at discretion of Chair)

None.

Summary of Recommendations -

Annual Appraisal and additional comments 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 £31,634 with any balance to come from free reserves

Training: Current needs to come from existing allocated reserve. Consideration of a further amount for future training needs to be made at the budget setting meeting.

Additional Staff/Contractors: To continue as at present with no change.

The meeting closed at 8.45 pm.