

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

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25th November, 2025

Dear Councillor,

There will be a meeting of Presteigne and Norton Town Council Staffing Committee on **MONDAY 1st DECEMBER 2025 at 7PM** and you are hereby summoned to attend.
VENUE TO BE CONFIRMED.

Join Zoom Meeting – Details will be provided direct to Members on request, due to the confidential nature of the business to be discussed no public can be present.

Yours sincerely
Tracey Price
TOWN CLERK

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are requested to declare any personal and/or prejudicial interests they may have in matters to be considered at this 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.

3. ELECTION OF CHAIRMAN

4. ELECTION OF VICE CHAIRMAN

5. EXCLUSION OF PUBLIC AND PRESS DUE TO THE CONFIDENTIAL NATURE OF THE FOLLOWING BUSINESS ITEMS

Due to the confidential nature of the business on this agenda, under the Public Bodies (Admission to Meetings) Act 1960 (3) it is proposed to put forward a motion to exclude members of the public during discussion of the following agenda items.

6. INCREASE IN NATIONAL PAY SCALES 2025-26 AND 2026-27

To note the award agreed for 2025-26 (as reported to Full Council).

To note it will be necessary to estimate the potential award for 2026-27
To consider recommending that any additional balance (if any needed) be met from free reserves.

7. ANNUAL APPRAISAL OF CLERK

To receive the appraisal as carried out by the Mayor/Chairman and Cllr. Owens (there being no current Chair of the Staffing Committee) and consider any actions needed.

8. TRAINING REQUIREMENTS FOR CLERK IN 2026-27

To also consider allocation towards future training needs for any new/less experienced Clerk

9. REVIEW OF ALLOTMENT HOURS PAYMENT ARRANGEMENTS

10. ANNUAL LEAVE ARRANGEMENTS

11. BUDGET RECOMMENDATIONS FOR 2026-27

- Salary, inc. allowance for National Pay Award, Employer's National Insurance and Pension. Recommended £31,634 (assuming 3% pay award and no change in NI rates)
- Clerk's Training. Small allocated reserve held. Consider setting aside of monies for future Clerks' training.
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12. REVIEW OF CLERK'S JOB DESCRIPTION

As agreed at the previous Staffing Committee Meeting.

13. EMPLOYMENT OF ADDITIONAL STAFF

To consider possible employment of other staff e.g. street cleaner or renewed advertising for a self employed person.

Note Llandrindod Wells Caretaker/Handyman receives £20 per hour.

To consider increase in hourly rate for Town Council's self employed handyman/site inspector (currently £16 per hour)

14. URGENT BUSINESS (INFORMATION ONLY) (at discretion of Chair)

Enc. Clerk's Hours to date, Clerk's Holiday Records. Salary Calculations.