Minutes of a Meeting of the Staffing Committee held on Thursday 13th November at 15.30 in the Meeting Room, Wem Library, High Street, Wem.

Present: - Cllrs, D Parry, Barker, Hudson.

Mrs P O'Hagan (Town Clerk).

1 Apologies - to receive any apologies and reasons for absence.

Resolved:- to note apologies received from Cllrs Soul, Hoffmann, Towers and Gascoigne.

2 Disclosable Pecuniary Interests
a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests.
None declared.
b) To consider any applications for dispensation.
None received.

3 Committee Minutes - to approve as a correct record the minutes of the meeting of the Committee held on 23.7.25

Resolved:- to approve the minutes of the Staffing Committee meeting held on 23.7.25 as a true record and they were duly signed by the committee chairman.

4 Staffing Budget to 31.10.25 – to review

Resolved:- to note the budget report.

5 Appraisal – to receive an update on staff appraisals and set date and format for clerk's appraisal
The Clerk reported she had completed the appraisals for all office-based staff and would complete the Groundman's appraisal in the next couple of weeks.

Resolved:- to note the report and agree that the Town Clerk's appraisal will be undertaken by The Mayor, Deputy Mayor and Cllr Gascoigne with a provisional date set for 4.2.26.

6 Training - To consider The Clerk's attendance at SLCC's Practitioners Conference.

Resolved:- to approve the Clerks' request to attend the SLCC Practitioners Conference in January 2026.

7 Date and time of next meeting – to note.
Not to be set as meetings of the committee are arranged when required.

8 Exclusion of Public and Press
To resolve that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded

from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

Resolved:- to exclude the press and public (none present)

a) Groundsman's Summer Hours – to review.

Resolved:- to approve the Groundsman's Summer hours for 2026

b) Staffing Budget for 2026-27 – to consider confidential report and make recommendations for 2026-27 staffing budget.

Resolved:- to recommend to Full Council that a staffing budget of £172,592.09 is set for 2026-27 an increase of 6% on 2025-26 budget which includes the following:

- **Allocation for a 3.5% salary increase for all staff to cover the potential cost of any NJC National Salary Awards in 2026-27.**
- **An incremental award for the RFO and Projects Assistant from 1.4.26 to NJC scale point 23.**
- **An incremental pay award for the Facilities and Services Officer from 1.4.26 to NJC scale point 15.**
- **Groundsman's overtime budget is increased by £300.**
- **Office staff overtime budget is increased to £3000 but this is subject to the Town Council approving the Town Clerk's request payment for overtime.**
- **The following budgets are increased by 3.5% Msc. non salary items, Staff Training, Travel, National Insurance.**
- **An indicative 3.5% increase is allocated for pension contributions but this may be subject to change following the 3 year valuation due in December**
- **Payroll Services budget is increased by £400 subject to quotes from payroll providers.**
- **HR Support budget remains the same due to the current contract.**

Meeting ended 16.15

Chairman……