

Minutes of a Meeting of the Staffing Committee held on Thursday 21st November 2024 at 19.00 in the Meeting Room, Wem Library, High Street, Wem

Present: - Cllrs, R Dodd, D Parry, Gascoigne, Soul, Barker.

Mrs P O'Hagan (Town Clerk).

1 Appointment of Committee Chairman

Resolved:- that Cllr Parry be appointed committee chairman.

2 Apologies - to receive any apologies and reasons for absence.
Apologies were received from Cllr Meakin. Absent Cllr Hoffmann.

3 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.

4 Committee Minutes - to approve as a correct record the minutes of the meeting of the committee held on 11.4.24.

Resolved:- to approve the minutes of the staffing committee meeting held on 11.4.24 as a true record and they were duly signed.

5 Discretionary Pensions Policy – to review draft.

Resolved:- to recommend to the Town Council that the Discretionary Pensions Policy policy is adopted.

6 Staffing Budget Report – to consider.

Resolved:- to note the report.

7 Appraisal – to receive an update on staff appraisals and set date and format for clerk's appraisal.

It was reported that the Clerk has completed all staff appraisals

Resolved:- that Cllr Parry and Cllr Dodd would undertake the Town Clerks appraisal before 31.12.24

8 Date and time of next meeting – to note.

No date was set

9 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 2025

b) Staffing Budget for 2025-26 – to consider confidential report and make recommendations for 2025-26 staffing budget.

The staffing budget for 2025-26 was considered and it was reported that changes to NI payments would have a significant impact on the budget

Resolved:- to recommend to Full Council that

- Allocation is made in the 2025-26 budget for a 2.5% salary increase for all staff to cover the potential cost of any NJC National Salary Awards in 2025-26.
- That the RFO and Projects Assistant is awarded an incremental pay award from 1.4.25 to NJC scale point 22.
- That provision is made in the budget to award the Facilities and Services Officer an incremental pay increase from 1.4.25 to NJC scale point 14 with the final decision on this to be made in February 2025.
- Staff Training and Travel Budget is increased to £2000.
- Pension Budget is increased to £22,900.
- National Insurance Budget is increased to £14,260 to reflect increases in employer contributions.
- Payroll Services budget is increased to £1300 following increases in charges by Shropshire Council for the service.
- Casual staffing / overtime budget is increased £1500.
- Non salaried items are increased to £2000 to include provision for the purchase of HR Services.
- The 2025-26 staffing budget is set at £160,805 an increase of 6% on 2024-25.

Meeting ended 19.30

Chairman.....

