

# Cyngor Cymuned Llannon Community Council



## **Minutes of the Community Engagement, Well-being & Events Committee of Llannon Community Council Monday, 12<sup>th</sup> February 2024 at 12.45pm Held remotely via Zoom.**

The Chair of the Committee, Cllr. Ruth Lloyd Davies presided over the meeting.

### **Minute No. 21 – Members Present.**

Cllr. J. Owen (JO)  
Cllr. R. Lloyd Davies (RD)  
Cllr. P. Owen (PO)

### **Also Present:**

Mrs. C. V. Hope – Clerk (CH)

### **Minute No. 22 – Apologies and reasons for absence.**

Cllr. Nigel Thomas - holiday

### **Minute No. 23 – Declarations of Interests.**

There were no new declarations of interests.

### **Minute No. 24 – To discuss staffing requirements and budget for 2024-25.**

It was noted that the Clerk had previously circulated the prospective staffing budget for 2024-25.

Staffing levels were considered at length and compared to pre Covid-19 requirements.

The Clerk advised that the staffing budget reported as part of the Council's Annual Return for the Year Ending 31<sup>st</sup> March 2019 was £252,507 and comprised of ten permanent staff members working a minimum of 256 hours per week.

The Clerk reminded the Committee that the staffing budget for 2023-2 (£280,000) comprises of ten permanent staff members who work 220 hours per week. This sum also included annual statutory pay rises of 5% per annum and increases in Employer's National Insurance Contributions which LICC are obliged to fund.

In addition to their statutory duties it was noted that the Clerk and Deputy-Clerk, who both work 37 hours per week are also responsible for carrying out the roles of Responsible Financial Officer, Hall Operations Manager, Events Manager and Community Development Officer, roles that pre the Covid-19 Pandemic were undertaken by 5 separate members of staff working approximately 112 hours a week. Overtime was often claimed and the former Clerk regularly invoiced the Council for extra work.

The Committee also noted that many other Councils employ the services of external contractors to carry out works such as cleaning and outside maintenance which will reflect in their maintenance budgets, not their staffing budgets.

It was agreed that adhering to Health and Safety Law and the strict laws surrounding the management of burial grounds and the burial records are of fundamental importance.

The Clerk stated that the recommended budget for 2024-25 of £294,000, only allowed for a 5% National Pay Increase (which the Council must pay) for the current staff structure, it did not allow for the addition of a Hall Manager. This caused concern for the Members but the Clerk advised without a significant increase in the Staffing Budget an additional post cannot be created. The Clerk will continue to oversee operations; however, the Committee will support her more to ensure she does not have to work outside of her paid hours.

It was agreed by all that LICC have a skilled, experienced and dedicated team who proudly look after Llannon Community Council's assets for the benefit of the community.

The Committee concluded that the staffing requirements of the Council should remain the same based on current responsibilities and services.

***The Chair closed the meeting at 13.15***

**Signed** ..... **Date** .....

**(Chair)**

DRAFT