

Cyngor Cymuned Llannon Community Council



**Minutes of the Personnel Committee of
Llannon Community Council
Wednesday, 22nd November 2023 at 12:45
Held remotely via Zoom.**

Meeting commenced at 6pm

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

Minute No. 17 – Members Present.

Cllr. J. Owen (JO)

Cllr. R. Lloyd Davies (RLD)

Cllr. M. Jones (MJ)

Cllr. P Owen (PO)

Also Present:

Mrs. C. V. Hope – Clerk (CH)

Minute No. 18 – Apologies and reasons for absence.

None received.

Minute No. 19 – Declarations of Interests.

There were no new declarations of interests.

Minute No. 20 – 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 31st 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 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.

It was agreed 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 7pm

Signed

Date

(Chair)