



Stanway

Parish Council

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24/03

Minutes of the Staffing Committee held on Tuesday 5th November 2024 at 6pm in the Committee Room, Victory Hall

Present: Cllrs: Spademan (Chair), Baines, Bloomfield, Cotter & the Clerk

1. **Chair's welcome** – Cllr Spademan welcomed all present
2. **To record and approve apologies for absence** – Recorded and approved Cllr Norton's apology
3. **Declarations of Interest** – NONE DECLARED
4. **APPROVED** Minutes of the previous Staffing Committee Meeting dated 18th June 2024. These will be signed at a subsequent date.
5. **Exclusion of Public & Press**
In accordance with with The Public Bodies (Admissions to Meetings) Act 1960 **RESOLVED** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information could be discussed and decided
6. **RECEIVED** an update from the Clerk and dealt with the following matters:
 - **DECIDED** a **REVIEW** of current staff structure and employee duties would be carried out during 2025
 - **CONSIDERED** and **AGREED** a part time groundsman would be employed during tax year 2025/6. The hours could range from 15 to 25 per week. The Clerk will report back with a draft job specification at the next Staffing Committee meeting and with an update on any appropriate apprenticeship options (full or part-time) that might also be a suitable.
 - **RECEIVED** an update on staff training and **DECIDED** the Staffing Committee Chair would respond in writing to the non-attendance of a booked and paid for training course.
 - **DECIDED** the Clerk's Scale Range would commence at LC3 (above substantive benchmark range) from April 2025.
 - **REVIEWED** relevant personnel matters and **DECIDED** on no further action.

24/04

7. **NOTED** the financial report of expenditure to date for 2024/5 financial year and **CONSIDERED** budget expenditure for 2025/26 to propose to the Corporate Governance Committee.

Stanway Parish Council
Summary of Receipts and Payments
 Cost Centre 2

5 November 2024 (2024-2025)

B1 Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Wages & Salaries				146,700.00	78,384.55	68,315.45	68,315.45 (46%)
9	Employers' NIC				13,600.00	7,612.72	5,987.28	5,987.28 (44%)
10	Non Salaried Benefits				950.00	1,159.00	-209.00	-209.00 (-22%)
11	Employers' Pension				35,208.00	17,319.18	17,888.82	17,888.82 (50%)
13	Training, Membership & Subscrip		51.00	51.00	5,000.00	3,024.84	1,975.16	2,026.16 (40%)
14	Travel & Subsistence				600.00		600.00	600.00 (100%)
SUB TOTAL			51.00	51.00	202,058.00	107,500.29	94,557.71	94,608.71 (46%)

Summary

NET TOTAL	51.00	51.00	202,058.00	107,500.29	94,557.71	94,608.71 (46%)
V.A.T.	10.20			610.27		
GROSS TOTAL	61.20			108,110.56		

8. **DECIDED** to allocate a further £ 500 on account for Human Resources advice from WorkNest Services for 2024/5 revenue expenditure under Cost Code 40 (professional fees)
9. **RECEIVED** an update regarding the agreement reached in 2024 by the National Joint Council for Local Government Services (NJC) on rates of pay applicable from 01.04.24 – 31.03.2025 2024. The original offer made by the employer in April 2024 was accepted as follows:

With effect from 1 April 2024, an increase of £1,290 (pro rata for part-time employees) will be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive.

CONSIDERED employee questions regarding inclusion within this agreement. **DECIDED** the Staffing Committee Chair will respond in writing on behalf of the Staffing Committee to all members of staff.

10. Agenda Items for Committees / next Council Meeting:

- (i) Corporate Governance to receive and consider Staffing Committee's budget proposal for 2025/6
- (ii) Staffing Committee to consider 2024 appraisals and any changes to subsequent appraisals
- (iii) Staffing Committee to carry out review of current staff structure and employee duties in 2025
- (iv) Staffing Committee to discuss and review the annual increase to be paid from April

11. **AGREED** date of the next meeting as Tuesday, 25th February at 18.00 hours.

The Chair thanked all for attending and closed the meeting at 19.02 hours

Draft until signed..... Chair Date...../...../20..... This page..... of.....