

TOLLER PORCORUM PARISH COUNCIL

Full Parish Council meeting | Wednesday 13 November 2024

Appendix I – Staffing Committee recommendations

Minute reference: 24/11-8 v

Staffing Committee: Chair Neil Farmer (NF), Peter Crabbe (PC) and Jane Curry (JC)

Clerk/responsible financial officer: Clare Smith

Pay

The National Association of Local Councils (NALC) has issued pay rates for local council employees for the **current year 2024/25**.

Recommendation

It is the recommendation of the Staffing Committee that the relevant pay rate be applied to the clerk's salary immediately and backdated to the commencement date of the clerk's contract.

Hours

The Staffing Committee has talked to the clerk about hours and accepts that three hours a week (12 per month) is enough to do the minimum: accounts, agendas, minutes, admin and basic website updates. The committee also accepts that three hours a week does not provide time for other required tasks such as budget setting, year-end/audit, communication with parishioners, policy review etc.

Recommendation

It is the recommendation of the Staffing Committee that the clerk's hours be increased to four hours per week (16 per month), effective immediately from November 2024.

The Staffing Committee accepts that even with an increase in hours, it may be necessary from time to time to authorise overtime for the clerk to complete particular tasks. Any overtime is to be agreed in advance.