

Minutes of the meeting of the Staffing & Governance Sub-Committee held on

Thursday 5th December 2024, 6.15pm at Ellesmere Town Hall.

PRESENT: Chair: Cllr P Goulbourne.
Town Councillors: G Hutchinson, G Elner, A Wignall

Town Clerk & RFO: J Butterworth
Assistant Town Clerk & G Whitley
Assistant RFO

SG 12/24/01 **To receive apologies and reason for absence.**

Apologies were received from Cllrs N Proffit & L Woodbridge due to work commitments.

The reasons for absence were approved.

SG 12/24/02 **Disclosure of Personal and Prejudicial Interests.**

No declarations.

SG 12/24/03 **Grant Dispersations.**

None requested.

SG 12/24/04 **Minutes.**

It was moved by Cllr G Elner, seconded by Cllr G Hutchinson and,

RESOLVED – that the minutes of the Sub-Committee held on meeting on 16th September 2024 be approved and signed by the Chair as a true record.

SG 12/24/05 **Exclusion of Press and Public.**

It was moved by Cllr G Elner seconded by Cllr G Hutchinson and,

RESOLVED - “That by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100 (A) of the Local Government Act 1992, the public and press be excluded for the following items of business on the grounds they may involve the likely disclosure of confidential information as defined in the Acts”.

SG 12/24/06 **Minutes**

It was moved by Cllr G Hutchinson, seconded by Cllr G Elner

RESOLVED – that the confidential minutes of the meeting of the sub-committee held on 16th September 2024 be approved and signed by the Chair as a true record.

SG 12/24/07 **Caretaking Assistant/Cleaner Role.**

Members received an update from the Clerk & Chair of Staffing on the appointment of a new employee who had carried out a 3 working week trial during October and November and had been offered the position with a 6-month probation period. They were also informed that another candidate completed a week’s trial in October, but did not accept the position.

SG 12/24/08

Appraisals.

The Assistant Clerk reported to members that she had carried out appraisals for all members of the Caretaking Team. She then left the room.

The Clerk reported that she had conducted the appraisals for Council Officers.

SG 12/24/09

Salary Reviews.

The Clerk provided the committee with a report on the 2025/2026 salaries.

The Clerk left the room.

Members considered the report given and decided on their recommendations to the Finance Committee for salary scales for Town Council officers in **2025/2026.**

It was moved by Cllr P Goulbourne, Seconded by Cllr Elner and

RESOLVED: the Clerk increase to SCP 36 on a 30-hour contract with a guaranteed 2hours overtime a week instead of 7 hours as from the 1st April 2025.

FURTHER RESOLVED: that the Assistant Clerk increase from 25 hours to 30 hours on SCP 19 as from the 1st April 2025.

The Clerk and Assistant Clerk returned to the meeting.

Members considered the salary scales and wages for the Admin Assistant, Cemetery Co-ordinator and Caretaking team for **2025/2026.**

It was moved by Cllr G Elner, seconded by Cllr Hutchinson and

FURTHER RESOLVED: As from the 1st April 2025.

Cemetery Co-ordinator remain on SCP15.

Admin Assistant remain on SCP 13.

Caretakers Assistants remain on NLW + 4%.

The increase in the cost-of-living wage would leave the Caretakers at just £1.26 more than their assistants, so members agreed to increase the Caretakers SCP to SCP9.

The meeting closed at 18.52pm

Chair:

Date: