



Stanway

Parish Council

Parish Clerk: Donna Tristram
Victory Hall, Villa Road,
Stanway, Essex CO3 0RH
P: 01206 542221/07759 837111
E: clerk@stanway-pc.gov.uk

24/05

Minutes of the Staffing Committee held on Tuesday 25th February 2025 at 6pm in the Committee Room, Victory Hall

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

1. **Chair's welcome** – Cllr Spademan welcomed all present
2. **To record and approve apologies for absence** – Recorded and approved Cllr Cotter's apology
3. **Declarations of Interest** – None declared
4. **APPROVED** Minutes of the previous Staffing Committee Meeting dated 5th November 2024, which were signed by the Chair
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** a verbal update from the Clerk's Report and deal with any matters arising from it, including:
 - a) Staffing Committee **REVIEWED** current staff structure and employee duties, alongside contracted hours and **AGREED:**
 - (i) Deputy Clerk would attend and minute more Full Council Meetings
 - (ii) Clerk and Deputy Clerk would still be required to man the office once a week each at an advertised time to allow for public and councillors visits
 - (iii) to continue reviewing current staff structure and employee duties, alongside contracted hours
 - b) **RECIEVED** an update regarding additional grounds person during financial year 2025/26 and onwards. Concerns have been raised that there will not be enough work, particularly throughout the winter months, for another full time grounds person until Jansma Park requires ongoing maintenance. The Clerk will look at local colleges for biodiversity/ground development apprenticeships/courses to acquire in house expertise in this field. This will expand the role and also build in business resilience and a succession plan for the current groundsman who plans to reduce his hours over the next few years as he reaches retirement. The additional grounds person position will be advertised on the basis of also taking on some of the more manual intensive duties.

24/06

- c) The Clerk will report back at the next meeting with a role specification, so the vacancy can be advertised prior to September 2025 college intakes and/or as an employed position (perhaps with the provision, if hours allow, for Essex County or Colchester City Councils to contract Stanway Parish Council to carry out suitable services within the Stanway community)
 - d) **RECEIVED** a verbal update and will await appraisal reviews to decide on any specific staff training (CPD) considerations
 - e) **DECIDED** on individual payscale increases in accordance with contract of employment, clause 9.2/subsequent written confirmation. Each employee will be advised accordingly and any rate increases will take effect from 1st April 2025
 - f) **AGREED** to **RECEIVE** written staff appraisal summary update from Clerk and for the Chair to carry out an appraisal for the Clerk
 - g) **REVIEWED** relevant personnel matters and **DECIDED** the Staffing Committee Chair will make contact directly with relevant staff and report back to this Committee with an update at April's Staffing Committee Meeting regarding:
 - (i) communications and discussions between them and the Clerk
 - (ii) concerns raised from councillor members and/or officers
7. **NOTED** the financial report of expenditure to date and **NOTED** the staffing budgets agreed within the 2025/26 budget for the next financial year (Annex 1)
8. **CONSIDERED** and **APPROVED** expenditure for Public Sector Eye Care Package for employees @ £17 per person, covering free eye test and money off glasses at Specsavers
9. **RECEIVED** an update regarding pay award negotiations, between the government and the National Joint Council for Local Government Services (NJC), applicable from 01.04.25 – 31.03.2026. The NJC has submitted their proposal and the government has not, as yet, responded. This Committee **CONSIDERED** and **AGREED** to implement the government's counter-offer with effect from 1st April 2025, with any subsequent uplift (if applicable) being applied upon final agreement. The Committee requested the Clerk appraise employees of any updates regarding this matter in future
10. **Agenda Items for Committees / next Council Meeting**
- (i) Grounds Person Role specification and advert for apprenticeship and/or employed position to enable publication by September 2025
 - (ii) Personnel matters updates – April 2025 meeting
 - (iii) Staffing Committee Terms of Reference review – April 2025 meeting
11. **AGREED** date of the next meeting as 6pm, 29th April 2025 in the Committee Room, Victory Hall, Stanway Community Centre, Villa Road, CO3 0RH

The Chair thanked all for attending and closed the meeting at 19.24 hours

24/07

Annex 1 Staffing Committee Meeting 25th February 2025

Financial Report

Final Quarter 2024/25

B1 Staff

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8 Wages & Salaries				146,700.00	126,034.25	20,665.75	20,665.75 (14%)
9 Employer's NI				13,600.00	12,514.70	1,085.30	1,085.30 (7%)
10 Non Salaried Benefits				950.00	1,393.00	-443.00	-443.00 (-46%)
11 Employer's Pension				35,208.00	29,378.99	5,829.01	5,829.01 (16%)
13 Training & Memberships		51.00	51.00	5,000.00	3,750.84	1,249.16	1,300.16 (26%)
14 Travel & Subsistence				600.00	25.80	574.20	574.20 (95%)
SUB TOTAL		51.00	51.00	202,058.00	173,097.58	28,960.42	29,011.42 (14%)

2025/2026 Financial Year (taken directly from Budget approved January 2025 FC Meeting)

Wages and other staff costs

Employer's National Insurance	20,300
Employer's pension	40,500
Salaries & wages	160,000
Subtotal	£220,800

Total **£386,600**

Non-salaried benefits	1,600
Training & memberships	7,000
Travel & subsistence	600

Staffing Reserves have been set at £ 45,700 (increased from £ 20,000 in 2024/25)