

**MINUTES OF PAY & PERSONNEL SUB-COMMITTEE OF
BARTON-LE-CLAY PARISH COUNCIL HELD ONLINE
ON MONDAY 5th DECEMBER 2022 COMMENCING AT 7.30PM**

Present: Councillors Mr J Roberts (Chairman), Mr N Day (Vice-chair), Mr J Selley and Mrs B Thomas

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

22/330 APOLOGIES FOR ABSENCE – Councillor Mrs G Widdowfield

22/331 SPECIFIC DECLARATIONS OF INTEREST – There were none.

22/332 MATTERS ARISING

The temporary Part-time Groundsman finished his contract at the end of November after helping the Groundsman out over the past few months.

The new Part-time Groundsman has been appointed and started on 1st December 2022. His uniform and PPE have been purchased. The Clerk undertook his induction training, including H&S requirements, and he is working his way through the various H&S Online modules required for his role. He will be mainly catching up on various painting and maintenance jobs initially and will not require training on use of the Strimmer until next Spring. He has requested the Parish Council consider the purchase of magnetic signs to identify his van when he is out and about in the Village.

ACTION – Clerk to seek quotes for the cost of these items for further consideration.

The Local Government Pay award was confirmed on 1st November and all relevant staff received their back pay increase in their November Salaries. In addition, staff will receive an extra 1-day annual leave entitlement from 1st April 2023.

Following the announcement of the date for the King's Coronation, the Prime Minister has proclaimed an additional bank holiday to mark the occasion. This will be on 8th May 2023. Staff Holiday entitlement will be adjusted accordingly.

22/333 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 31st OCTOBER 2022

A copy of the minutes was provided to all members ahead of the meeting. Councillor Roberts **PROPOSED** approval of the minutes of the Pay & Personnel Sub-Committee meeting held on 31st October 2022, **SECONDED** by Councillor Thomas **with 3 in favour and 1 abstention.**

22/334 EXEMPT BUSINESS –

Resolution to exclude members of press and public from debate on agenda item 22/335 (Standing Order 67). "That in view of the confidential nature of business being transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw".

There were no members of the press or public present.

22/335 REVIEW OF SUB-COMMITTEE EXPENDITURE FOR 2022/23 AND TO CONSIDER AND RECOMMEND DRAFT BUDGETS FOR 2023/24

Details of the year-to-date and year-end forecast figures were provided ahead of the meeting. The projected year-end spend figure is £122,568, following the 2022/23 pay award being applied, the recruitment of an additional part-time groundsman and payment of staff overtime and bonus following the Jubilee. This is against a Budget of £111,787. The Budget for 2022/23 had been drawn up based on an assumed rise of only 3.5%.

No details have yet been received for the 2023/24 Pay Award, so an assumption that a similar increase process will be applied as in 2022/23 has been used to calculate the Budget required for 'cost of living' rise to the NJC spine rates, given the current rates of inflation. The planned increase to the National Minimal Working Wage has also been applied.

Following discussion, it was agreed that realistic assumptions have been made with regards to the total salary costs, given the increased staff and current inflation rates. Therefore, Councillor Roberts **PROPOSED** the recommendation of the draft 2023/24 Pay & Personnel budget, with a £136,490 sub-committee precept. This was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED.**

22/336 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA – There were none.

The meeting closed at 7.50pm.