

HAYWARDS HEATH TOWN COUNCIL
MEETING OF HAYWARDS HEATH TOWN COUNCIL
Minutes of the Extraordinary meeting held on Monday 6th November 2023

Councillors: Abdul Bashar
Nick Chapman
Anne-Marie Cooke
Rachel Cromie
Sandy Ellis **
Stephanie Inglesfield
Barbara King
Anne-Marie Lucraft **
Paul Lucraft
Alan Murray **
Deanna Nicholson **
Alison Rees
Duncan Pascoe
Anthony Platts **
Sinead Walsh
Leila Wilson

Apologies Absent***

Also present: There were ten members of the public in attendance.

47. Moment of Reflection

The Town Mayor lead Members in a moment of reflection before the meeting commenced.

48. Apologies

S. Ellis– Ill Health
D. Nicholson – Holiday
A. Murray – Personal Commitment
AM. Lucraft – Ill Health
A. Platts – Ill Health

49. Public Forum

None.

50. Minutes

The Minutes of the Council held on 25th September 2023, without comment, were taken as read, confirmed as true and duly signed by the Mayor.

51. Declarations of Interest.

None.

52. Creation of Committee Clerk and Project Officer.

The Town Clerk introduced the covering report that sought ratification of the creation of two new posts, namely Committee Clerk and Project Officer, which had been agreed by the Policy and Finance and recommended to Full Council as the collective body and employer of staff. The Leader of the Town Council Cllr P. Lucraft stated that a number of additional areas of work including the Neighbourhood Plan Review and the Hurst Farm Project alongside input into the Clair Hall project and the Town Council wish to do more work in the community would put more pressure on staff workloads. Cllr Lucraft stressed it was prudent to move forward quickly and recruit straight away

so the posts were filled in the new year rather than waiting until the new financial year, which would result in staff not being in place until late spring/early next year.

Cllr Cromie raised concerns regarding the cost of the two new staff members against the Town Council's budget moving forward and a potential increase in Council Tax. Cllr Lucraft stated that this would be considered and built into future budgets alongside other financial implications facing the Town Council. The budget setting process was currently being undertaken so he did not want pre-empt any Council Tax increase until the work was completed. In addition, it was stated that the increase of staff would improve services and give more capacity to work with the community as staff were working at their capacity and probably over such as outlined in the report of the Town Clerk and not reasonable for the Town Council to ignore this as the employer. The Town Mayor then asked for a vote to be taken on the matter. Cllr Cromie then stated that she would abstain from the vote due to her budgetary concerns and then with **10 in favour of the creation of the Project Officer and Committee Clerk posts with Cllr Cromie abstaining.**

Members RESOLVED to ratify the recommendation of the Policy And Finance Committee Dated 16th October 2023 (Minute 34) and create the following two posts, employed on a National Joint Council terms and conditions contract of employment with the offer of a Local Government Pension Scheme.

1) Committee Clerk (18.5hrs per week), NJC Spinal point (6-9) at £11,946.50 pro rata (full time equivalent £23.893 per annum).

2) Project Officer (18.5 hours per week), NJC Spinal point (6-9) at £11,946.50 pro rata (full time equivalent £23.893 per annum).

And,

3) That the total budgeting cost for both posts be £29,866 which will accommodate salaries and on costs at circa 25% for pensions and employers National Insurance contributions.

4) That the financial implication as outlined in the report for the remainder of the 2023/2024 (Jan/Mar) financial year be taken from the general reserve and added to the staffing budget at £7,500.

5) The job description for the Committee Clerk in Appendix 1 and Project Officer in Appendix 2.

53. To consider any urgent items, the Mayor has received.

None

Meeting Closed at 6.08pm