

## HAYWARDS HEATH TOWN COUNCIL

### POLICY AND FINANCE COMMITTEE

#### Minutes of the extraordinary meeting held on 16<sup>th</sup> October 2023

A.M Cooke (*Chairman*)  
S. Walsh (*Vice Chairman*)  
A. Bashar \*  
R. Cromie \*  
P. Lucraft  
A.M Lucraft \*\*  
A. Murray  
A. Rees

\* Absent \*\* Apologies

Also present: Town Clerk, Cllr D. Pascoe and Cllr S. Inglesfield

**29. Apologies**

AM. Lucraft – Ill Health.

**30. Minutes**

The minutes of the meeting held on Monday, 11<sup>th</sup> September 2023 were taken as read, confirmed as a true record and duly signed by the Chairman.

**31. Substitutes**

D. Pascoe for AM Lucraft.

**32. Public Forum**

None

**33. Members' Declarations of Interest**

There were none.

**34. Creation of Committee Clerk and Project Officer Posts**

The Town Clerk presented the report, which outlined the recommendation for the creation of two new posts in light of the existing workloads on the Town Council, and the aspirations of the Town Council to do more outward facing projects during the term of the new administration. Members appreciated the workload of the current staff and the need to have a more robust contingency for staff leave and illness. It was welcomed that a Project Officer would have responsibility working alongside the Events and Community Officer to increase events and activity in the community. Furthermore, that the Committee Clerk would relieve pressure on the Town Clerk and Deputy Town Clerk with support for the administration of the new website that was to be developed. The Leader of the Town Council felt that there was a lot of work ahead of the Town Council including a refresh of the Neighbourhood Plan and delivery of the Hurst Farm project so there was a need free up time of the Town Clerk. It was felt to be important to press on with recruitment so that the new officers could get up speed quickly. It was asked if the new appointment would add value to the Community. The Town Clerk stated that the Town Council was working at the same level as its peers, but relied heavily on extra hours and working on the weekend. It was also noted that the new posts would increase the outward facing work of the Town Council and allow for time to be spent on Environment priorities, working the community and adding value

to the Town Council's events programme. With this in mind it was unanimously agreed that;

Members **RESOLVED** to create the following two posts, as outlined in the report in Appendices 1 and 2, 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 points 13 – 17 are agreed.
- 5) The job description for the Committee Clerk in Appendix 1 and Project Officer in Appendix 2 are agreed.

**35. Items Agreed as Urgent by the Chairman**

There were none.

**The meeting closed at 6:58pm.**