

Towyn & Kinmel Bay Town Council

Draft Minutes of the (Hybrid) HR Committee Meeting held on Monday 16th February, 2026 at 7pm.

Present Cllrs: T Bibby, B Griffiths, M Jones, D Mulvaney (Mayor), K Redhead & M Smith.

Non-Voting:

Clerk: D Thomas

1. Apologies for Absence

There were no apologies for absence.

2. Declaration of Interest

There were no declarations of interest.

3. Public Participation

There were no applications from the public to address the Council.

4. Minutes

Resolved that: - The minutes of the HR Committee meeting held on 06/10/2025, be approved and signed.

5. Annual Pay Reviews

Resolved that: -

- a) **The pay scales for the Clerk, Assistant and Caretaker, will remain unchanged for 2026-27.**
- b) **The pay scale for the Deputy Clerk will increase from SCP 27 to SCP 28, with effect from 01/04/2026, as per the terms of her Contract of Employment.**
- c) **The salaries for the four members of staff will be aligned with the 2026-27 pay scales once agreed and confirmed for the appropriate SCP Points (Clerk SCP 38, Deputy Clerk SCP 28, Assistant SCP 13 and Caretaker SCP 2), with effect from 01/04/2026.**
- d) **If confirmation of the new pay scales for 2026-27 are not received by 01/04/2026, the increase will need to be backdated to 01/04/2026.**

- Cllr M Smith joined the meeting late at 19:08

6. Employers Pension Scheme

- Noted the Consultation on Gwynedd Pension Fund's Draft Funding Statement.
- Noted 2025 Actuarial Valuation – Notification of Draft Employer Result for Towyn & Kinmel Bay Town Council.
- Noted that given the National Annual Pay Review has not yet been agreed for 2026-27, any required Pension Scheme Contribution adjustments, will need to be made once the 2026-27 pay review has been agreed and confirmed. (Adjustments will need to be backdated to 01/04/2026 for all qualifying staff members).

Resolved that: -

a) The Employee Contribution Rates for 2026-27 remain unchanged – Clerk 6.8%, Deputy Clerk 6.5% and Assistant 5.8%.

b) The Employer Contribution Rates for 2026-27 will reduce from 24.2% to 14.8% (as stated in the Gwynedd Pension Fund – 2025 Actuarial Valuation - Notification of Draft Employer Result), for all qualifying staff members.

7. Annual Appraisal

Noted that the 2025-26 performance reviews have been completed by the Clerk for the Deputy Clerk and Assistant and Caretaker. The Clerk's 2025-26 appraisal has been completed by the Mayor.

Resolved that: - The Clerk's individual Objectives for 2026-27 will be: -

- 1. Prepare the compulsory Annual Town Council Report (Introduced as part of the Local Government (Wales) Act 2021).**
- 2. Prepare the Wellbeing and Future Generations Annual Report.**
- 3. Ongoing training/coaching/mentoring for the Deputy Clerk.**
- 4. Continue to investigate/explore Grant Funding Opportunities to avoid unnecessary increases to our Precept requirement.**

Meeting Closed: 19:15

Signed by the Chair of the next HR Committee meeting on 05/10/2026.