

Towyn & Kinmel Bay Town Council

Minutes of the (Hybrid) HR Committee Meeting held on Monday 17th February, 2025 at 7pm.

Present Cllrs: T Bibby, M Jones, A Macauley (Mayor), D Mulvaney & K Redhead

Non-Voting:

Clerk: D Thomas

1. Apologies for Absence

Cllr B Griffiths was absent without apology.

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 07/10/2024, be approved and signed.

5. Annual Pay Reviews

Resolved that: -

a) The pay scales for the Clerk, Deputy Clerk, Assistant and Caretaker, will remain unchanged for 2025-26.

b) The salaries for the four members of staff will be aligned with the 2025-26 pay scales once agreed and confirmed for the appropriate SCP Points (Clerk SCP 38, Deputy Clerk SCP 27, Assistant SCP 13 and Caretaker SCP 2), with effect from 01/04/2025.

c) If confirmation of the new pay scales for 2025-26 are not received by 01/04/2025, the increase will need to be backdated to 01/04/2025.

6. Employers Pension Scheme

Noted that: -

Given the National Annual Pay Review has not yet been agreed for 2025-26, any required Pension Scheme Contribution adjustments, will need to be made once the 2025-26 pay review has been agreed and confirmed. (Adjustments will need to be backdated to 01/04/2025 for all qualifying staff members).

Resolved that: -

a) The Employee Contribution Rates for 2025-26 remain unchanged – Clerk 6.8%, Deputy Clerk 6.5% and Assistant 5.8%.

b) The Employer Contribution Rates for 2025-26 will remain unchanged at 24.2%, for all qualifying staff members, as stated in the Gwynedd Pension Fund – Notification of Draft Employer Results dated 24/10/2022.

7. Annual Appraisal

Noted that the employee 2024-25 performance reviews have been completed by the Clerk for the Deputy Clerk and Assistant (Caretaker will be completed by the 28/02/2025). The Clerk's appraisal has been completed by the Mayor.

Resolved that: - The Clerk's individual Objectives for 2025-26 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: 19:08

Signed by the Chair of the next HR Committee Meeting on 6th October, 2025.