

Benefits/Reasons for employing a Deputy Clerk

- Policies need a full in-depth review
- Staff numbers have not been reviewed for many years
- The work load/demands and complexity of work, increases year on year, this is likely to continue to increase with financial constraints/issues at Conwy CBC.
- To provide sickness cover for both Clerk & Admin
- To provide holiday cover for both Clerk & Admin
- To aid Progression/Future Proof the Town Council
- Bring into line with other similar sized Town Councils in Conwy and Denbighshire
- Enable the Town Council to have the resources/time to identify/explore grant opportunities, which could have a positive impact/reduce the precept requirement moving forward.
- To give the Clerk more opportunity to get out and about in the community.

Things to consider:-

Other impacts on 2024 – 25 Budget

IT Say £1000 for new PC for Deputy Clerk

Equipment – Say £500 for new desk and chair for New Deputy Clerk

Training - Say £1000 – (OVW, ILCA, FILCA & CILCA).

Telephones – Say £150 for new desk phone for Deputy Clerk (Propose to share TKBTC mobile).

Staff Costs

For 2024 – 25 have been estimated on a worst-case scenario (Calculated at level SCP 29 - £35,411 plus 2023 -24 pay review award).

However, would look to advertise as SCP 25 - £32,020 plus 2023 – 24 pay review award to SCP 29 – (Depending on Experience and Qualifications).

Suggest if proposed new sole is approved, that we look to advertise in Jan 24, and the new role start date of 1/4/2024.