

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.

Annual Salary Budget Review for following Financial Year

		<u>2023 -24 Existing Budgets</u>	<u>Proposed 2023 - 24 Revised Budgets</u>	<u>2024 -25 (Option 1)</u>	<u>2024 -25 (Option 2)</u>	<u>COMMENTS</u>
Cost Code	Heading		Adjustment Re Estimated 2023 - 24 Pay Awards	Existing staffing	Proposed Revised Staffing- Included NEW Deputy Clerk	<u>Calculations</u>
4000	Salaries	55650	57000	60,990 (approx 7%)	90,350 (approx 7% inc)	£57,000 plus £27,440 plus 7% = £90,350
4001	Pensions	20382	21500	23,005 (approx 7% inc)	35,389 (approx 7% inc)	£21,500 plus £2,539 - 6.8% & £9,035 24.2% = £33,074 plus 7% (£2,315) = £35,389
4003	PAYE	20685	22200	23,754 (approx 7% inc)	35,622 (approx 7% inc)	£22,200 plus £11,092 (Tax & NI New Role) = £33,292 plus 7% (£2,330) = £35,622
4000	Salaries (Comm Centre)	5000	6000	6,600 (Approx. 10%)	6,600 (Approx. 10%)	2023 -24 plus 10%
		Dylan Thomas				
		Clerk & RFO				
		Date of Review				
		Chair of Full Council				
		Date of Review				
		Appointed Finance Cllr				
		Date of Review				