



Hetton Town Council



Minutes of the meeting of Staff, Employment & Training Committee held on Tuesday 30 April 2024 at The Hetton Centre, Welfare Road, Hetton-le-Hole, County Durham, DH5 9NE

Present

Cllrs P Dowell, D Geddis, S Holt, R Meadows, K Pearson and M Pigdon

In attendance

G Keedy, Town Clerk (TC): Items 1-3 and 5

1) Election of Chairman

Cllr P Dowell was nominated by Cllr D Geddis, seconded by Cllr K Pearson.

There were no other nominations. Cllr P Dowell was duly elected as Chairman for 2023-2024.

2) Apologies for absence

TC reported that no apologies for absence had been received.

Committee **resolved** to recommend that the absence of Cllr R Elvin and Cllr W Little be recorded as unapproved.

3) Declarations of Interest

There were no declarations of interest.

4) Town Clerk working hours

TC introduced the previously circulated report and left the meeting to enable open discussion by Committee.

TC was recalled by the Chairman to hear options for consideration.

Committee **resolved** to recommend:

An increase in remunerated non-contractual hours to a maximum of +10.00/week with effect from 1 April 2024 to the end of the financial year 24-25;

and

Payment of unremunerated additional hours worked throughout 2023-2024.

5) Annual leave

TC explained the methodology used for recording annual leave accrued and taken; and the monthly recording of hours worked.

TC stressed that Members should examine these when circulated and to not hesitate to raise any queries.

Committee **resolved** to recommend that the methodologies be noted.

Signed:

Date: