

NORTON-ON-DERWENT TOWN COUNCIL

Staffing & Policy Committee

Minutes of the Meeting of the Staffing and Finance Committee held in the Council Chamber,
Commercial Street, Norton-on-Derwent on 19th February 2025 at 2.30pm

PRESENT Councillors; M Brampton, A Spencer, S Shaw, R King, H Spencer

IN ATTENDANCE C Eade (Clerk)

APOLOGIES Councillors D Keal

007/24 Minutes

It was agreed that the minutes of the Staffing and Policy Meeting held on 15 July 2024 at 2pm (003/24 – 006/24) are a true and accurate record. [See Link](#)

All members agreed, 1 abstained.

008/24 Standing Orders Policy

It was agreed to make an amendment regarding the latest regulations, increasing the contractor's threshold from £25,000 to £30,000 and present to full council for resolution.

All members agreed.

009/24 Financial Regulations Policy

It was agreed that the Clerk and Councillor R King would meet to review the latest policy in finer detail. This policy will then be presented to full council for resolution.

All members agreed.

010/24 Complaints Procedure Policy

It was agreed that due to an oversight this policy was not due for review until June 2026 [See Link](#)

011/24 Office cover for annual leave

It was agreed that the Clerk would form an action plan to cover all eventualities regarding absences.

Concerns were raised by Councillor A Spencer regarding the Clerks salary and the NALC pay scales. It was agreed to take to council that the Clerk should be raised by 2 points in line with policy.

All members agreed.

012/24 Staffing/Contractor

It was agreed that considering the newly installed system that the Clerk would seek a quote for contracting the setup of the allotments and cemetery part of the system. This would further improve work schedule therefore not requiring an assistant at this present time.

All members agreed.

Meeting closed at 3.28pm

Signed Date

