

MINUTES OF THE ADMINISTRATION SUB-COMMITTEE MEETING WHICH WAS HELD AT Y GILFACH, LAMPETER ON TUESDAY 1ST MAY 2018 AT 5.35PM.

1. **PRESENT:** Mayor Cllr Hag Harris (Chairperson); Deputy-Mayor Cllr Ann Bowen Morgan; Cllr Robert Phillips; Cllr Kistiah Ramaya; Cllr Selwyn Walters; Eleri Thomas (Clerk).

Members of the Administration sub-committee who were present, had been unaware that Cllr Dinah Mulholland had also been appointed to the Administration Sub-Committee, during the Town Council's AGM of May 2017. It was **agreed** to invite her to all future meetings.

2. **MINUTES OF THE PREVIOUS MEETING OF TUESDAY 17TH APRIL 2018**
These were agreed to be a correct record.

3. **APPOINTMENT OF PROSPECTIVE CLERK**

3.1 **The Advert** had been placed in the Cambrian News, Grapevine, Clonc and the Town Council's *Twitter*. It will also appear within the Job Centre. Closing date for applications, Friday, 25th May 2018. The present Clerk had agreed to continue her employment, until the 30th June 2018.

3.2 **Job Description (Appendix 1):** had been compiled, based on the previous Job Description and the generic Job Description downloaded from the One Voice Wales' website.

The Clerk drew reference to the following matters included within the Job Description:

Salary: Salary Band LC2 point 26 to 29: to reach top of the scale after 3 years. Amended to £9,526.27 in line with NALC Guidelines, introduced 1 April 2018.

Pension Contributions by Employee and Employer: currently not in place but could feature in the future.

Travelling Expenses: not currently in place for the employee but £0.45 per mile for Town Cllrs.

Member of the Society of Local Council Clerks (SLCC): The prospective clerk would have to meet the annual subscription, should he/she wish to gain membership. Regarding training to acquire ongoing professional knowledge, it was not established whether the Town Council would meet associated costs.

Monthly Meetings to service: 12 (should the January Budget Meeting be included and the AGM/Mayor's Installation in May).

Sub-Committee Meetings: the prospective clerk will be expected to attend all sub-committee meetings and provide administration support.

Elections: the prospective clerk to provide administration support.

Future Storage of Town Council's property after the 30th June 2018: a central location will be found if necessary.

3.3 **INTERVIEWS RE PROSPECTIVE CLERK**

Date set: Wednesday 7th June 2018. Interviews/ Appointment delegated to the Panel viz Mayor, Deputy-Mayor; Cllr Selwyn Walters

and Cllr Kistiah Ramaya. A set of questions would be compiled in advance and a Scoring Criteria applied. Candidates could be asked to deliver a 10 minutes' Presentation.

4. GENERAL DATA PROTECTION REGULATION (GDPR) to be introduced on the 25th May 2018

Cllr Phillips guided all present, through Appendix 2 (part 1)

Consent will be necessary when liaising with local residents, Councillors, Police, Press, via for example, letters, complaints and council surveys. The page on the Town Council's website, listing contact details for local organisations, was considered. This information is likely to become inaccurate over time and consent has not been granted from individuals to use their data in this way. Cllr Phillips is currently removing the pages. Information re organisations, which have specifically opted-in can be added in the future and a record kept.

Retention of Documents: A chart will be compiled.

5. REMUNERATION

Cllr Phillips guided all present through Appendix 2 (part 2) in light of the Independent Remuneration Panel for Wales' Annual Report (IRPFW).

<https://gov.wales/irpwsb/home/community-and-town-councils/?lang=en>

During the Financial Year 2018-19, Lampeter Town Council, categorised as Group B, will be liable to the following:

- 5.1** A compulsory payment of £150 to each Cllr for costs such as postage, phone, IT use etc. This payment is taxable.
- 5.2** The Council is authorised but not mandated to make 5 additional "extra responsibility" payments for senior roles of £500.
- 5.3** Travelling costs (currently £0.45/mile outside the Lampeter ward) and overnight expenses may also be reimbursed. It was agreed that these should be authorised beforehand.
- 5.4** The council is authorised but not mandated to make payments to members as reimbursement for the financial loss, due to taking part in council duties where this loss has occurred up to £34 for each period not exceeding 4 hours and up to £68 for each period exceeding 4 hours but not exceeding 24. It was agreed not to subscribe to this arrangement.
- 5.5** "All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer." It was agreed that the above would only apply when attending Meetings in relation to the Town Council.
- 5.6** The Mayor's Allowance is restricted to £1,500 and civic events paid from the Town Council's Funds (additional amount paid to the £1,500

Mayor's Allowance, by the Town Council for civic functions has not been defined). The Mayor's Allowance is taxable.

- 5.7** The Deputy Mayor's Allowance is £500 (in addition to the "additional responsibility allowance" of £500 and the £150 basic payment for phone usage etc)
- 5.8** Members can agree not to accept payments but should inform the Proper Officer of the Council in writing.
- 5.9** There is a requirement on community and town councils to publish details of all payments made to individual members in an Annual Statement of Payments by the 30th September of each year.
<https://gov.wales/irpwsb/home/community-and-town-councils/town-community-councils-proforma/?lang=en>

The Meeting was adjourned at 7.35pm.

Date of next meeting: Saturday 26th May 2018 at 9.30am.

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