

Notice of Meeting Staffing Committee



Notice Date: 18th March 2025

Staffing Committee Members

Cllrs Steve Collett, Paul Day, Dave Ellis (Deputy Chair), Mark Feazey, Katherine Giles, Ian Leake, Amanda McLean (Chair)

Dear Councillor

You are hereby summoned to attend a meeting of BINFIELD PARISH COUNCIL to be held on **Tuesday 18 March 2025** commencing at **8:00pm**. This meeting will be held in the meeting room at the Binfield Community Centre, Wood Lane, RG42 4EX.

Due to the confidential content discussed at this meeting the press and public are not able to attend.

Yours sincerely

C Rance

Ceri Rance

Clerk to Binfield Parish Council

Binfield Parish Council, Parish Office, Benetfeld Road, Binfield, RG42 4EW
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Agenda

Staffing Committee Meeting



The meeting will be held at Binfield Parish Council Office at 8.00pm on Tuesday 18th March 2025

No. Item

- 1 **Apologies for Absence**
- 2 **Declarations of Interest**
To declare any interests in relation to matters to be considered at this meeting.
- 3 **Reports**
 - 3.1 Staffing Review – Consider and discuss the recommendations made in respect of staffing and the structure. Request the Clerk to review job descriptions and hours in light of review and discussion and bring recommendations to a meeting of the Staffing Committee.
 - 3.2 Pay Review – members are asked to consider if BPC staff should receive a pay rise for the year April 2025 to April 2026. If a pay rise is agreed, a recommendation will be made to Council.
 - 3.3 Binfield Community Centre – to consider a verbal report from the Clerk about current staffing arrangements and to make recommendations as appropriate.
- 4 **Future Agenda Items**



Binfield Parish Council Meeting

Date: Tuesday 18 March 2025

Agenda Item/Title: 3.2 Staff Pay Review

Purpose of Report: Decision

1 Purpose of report

To consider staff pay for 2025-26.

2 Decision

- Councillors are asked to consider if a pay rise should be awarded to staff for the financial year 2025-26.
- If a pay rise is to be awarded, what percentage does the Council wish to award?

3 Information

Name	Role	Contracted Hours	Hourly Rate
Ceri Rance	Parish Clerk	37	£23.95
Amanda Sculley	Deputy Clerk & RFO	20	£26.50
Purveen Hira	Amenity Officer	32	£13.93
Alisa Hill	Amenity Admin	20	£13.52
Tracey Southgate	Finance & Office Admin	18	£13.52
Angela Fellows	Parish Warden	10 (Oct to Mar) 15 (Apr to Sept)	£12.33
Phil Lunn	BCC Manager	20	£17.31

The hours in the table above were extended in June last year. Council recently agreed to extend the hours until the end of March 2025 as we were still waiting for the Staff Review Report.

4 Current Salary Figures

The below table shows all current figures for BPC staff along based on the extended hours.

EMPLOYEE	GROSS £ p	ER'S		TOTAL £ P
		PENSION £ P	ER'S NIC'S £ P	
Clerk	46,064.09	12,529.43	6,159.61	64,753.14
Deputy Clerk	27,564.52	7,497.55	3,384.68	38,446.75
Council Administrator	12,654.72	3,442.08	1,148.21	17,245.01
Amenity Officer	23,179.56	6,304.84	2,726.93	32,211.33
Amenity Administrator	14,060.76	3,824.53	1,359.11	19,244.40
Play Area Warden	8,014.50	-	452.18	8,466.68
BCC Manager	18,000.00	4,896.00	1,950.00	24,846.00
Total	149,538.15	38,494.43	17,180.72	205,213.31

Notes:

Employers Pension is 27.2% inline with current pension fund contributions (set until 31st March 2026)

Employers National Insurance is per the new Employer threshold and contribution rate as from 6th April 2025



Binfield Parish Council Meeting

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Agenda Item/Title: 3.2 Staff Pay Review

Purpose of Report: Decision

5 Potential Pay Increase Figures

Figures for 2% and 4% have been obtained as follows.

2%

EMPLOYEE	GROSS £ p	ER'S PENSION £ P	ER'S NIC'S £ P	TOTAL £ P
Clerk	46,985.37	12,780.02	6,297.81	66,063.20
Deputy Clerk	28,115.81	7,647.50	3,467.37	39,230.68
Council Administrator	12,907.81	3,510.92	1,186.17	17,604.91
Amenity Officer	23,643.15	6,430.94	2,796.47	32,870.56
Amenity Administrator	14,341.98	3,901.02	1,401.30	19,644.30
Play Area Warden	8,177.00	-	476.55	8,653.55
BCC Manager	18,360.00	4,993.92	2,004.00	25,357.92
Total	152,531.12	39,264.32	17,629.67	209,425.11

4%

EMPLOYEE	GROSS £ p	ER'S PENSION £ P	ER'S NIC'S £ P	TOTAL £ P
Clerk	47,906.65	13,030.61	6,436.00	67,373.26
Deputy Clerk	28,667.10	7,797.45	3,550.07	40,014.62
Council Administrator	13,160.91	3,579.77	1,224.14	17,964.81
Amenity Officer	24,106.74	6,557.03	2,866.01	33,529.78
Amenity Administrator	14,623.19	3,977.51	1,443.48	20,044.18
Play Area Warden	8,333.00	-	499.95	8,832.95
BCC Manager	18,720.00	5,091.84	2,058.00	25,869.84
Total	155,517.59	40,034.21	18,077.64	213,629.44

6 Financial Information

The 2025-6 budget, including contingency is £210,120.00.