

Report/Notes from Clerks Meeting 2.9.19

Present Cllr. J. Stuart, Cllr. J. Narborough and Clerk Julie Davies.

Apologies Cllr. D. Davies and Cllr. A. Davies

- 1) Rhayader Town Council Concerns – Core Hours (25 hrs a week).
Discussion took place about core hours which are flexible as stated in contract of employment and will remain flexible to fit in with work commitments and Clerks work life balance. However, when website is up and running Clerks hours and diary for the week will be recorded on calendar page for Councillors to see when Clerk is in office.
When Clerk isn't in office, any enquiries, research, letters, emails etc will be dealt with when Clerk is next back in the office.
- 2) Letter Log
Introduction of several internal procedures – Letter Log (including sent, response and follow-up dates) to be issued to Council for update on letters sent out and responses. Setting dates for responses using PCC complaints and Compliments Procedure devising our own templated letter if we have no response to contacts made i.e. 21 days for letter to receive reply, then a second letter (which would be our template letter), then after a total of 30 days refer to portfolio holders to advise on the next plan of action.
- 3) **Action** - Cllr. J. Stuart to produce Letter Log for use by Clerk and provide current PCC letter received and sent process for clarification. (see attached)
- 4) Other business – Clerk still has no pension set up on HMRC site.
Action – Cllr. D. Davies to investigate this before next Council Meeting in October 2019
Clerk expenses – Expenses sheet to be produced by Clerk and brought to Monthly Council meeting for signature from Chair or Vice-Chair before payment through HMRC website.
Action – Clerk to produce expenses sheet.
- 5) Annual Leave Record Sheet – Annual leave record sheet to be produced to record all annual leave which is to be authorised by Chair or Vice-Chair.
Action – Clerk to produce Annual Leave Record Sheet.

J. Davies

Clerk