

June 2026 Personnel Committee Meeting (Monday 29th June 2026)

Overtime

Month (period)	Ops Team	Library and Com Hub	TOTAL
Monday 2 nd March – Tuesday 31 st March 2026	34	30.5	64.5
Wednesday 1 st April – Sunday 3 rd May 2026	62.5	22.5	84.75
Monday 4 th May – Sunday 31 st May 2026	23.5 +70 CASUAL	41.75	65.25 70 CASUAL

Current staffing highlights

1. Staff training was given by the Accountant to the Town Clerk & RFO plus the Support Officer / Assistant to the Town Clerk & RFO. This training enabled the two employees to undertake the end-of-year accounts and the AGAR for the first time 'in house'.

This work was subsequently Internally Audited and all the reports submitted and approved at the June '26 Full Council meeting.

The end-of-year accounts and AGAR, along with accompanying information have been submitted to the External Auditor for annual review.

This was a significant 'piece of work' for the two employees, the Clerk would like to congratulate the Support Officer / Assistant to the Town Clerk & RFO for her due diligence and expertise with this new task.

2. Employees absence.

3. Recruitment and employment of Casual Caretaker – employee is settling in very well.

4. Skills Audit – review of members' skills to be undertaken, to benefit the council and Town Clerk, to provide appropriate support where necessary

Other information

1. Published 21 May 2026. HMRC Mileage Rates.

For any council using HMRC mileage rates as a benchmark figure, these have been revised for the first time since 2011. The updated figures can be found [here](#). The HMRC figure, which represents the tax-free amount at which mileage can be reimbursed for the first 10,000 mileage claimed, has increased from 45p/mile to **55p/mile**. Councils which use the model contract will know that these are based on the NJC Green Book terms and conditions. These state allowances for different vehicles, based on engine capacity. These were also last revised in 2011, but have not currently been updated. All Torpoint Town Council employees have an Employment Contract which is in line with the 'Green Book'. This sets out National contractual information, including pay and working conditions, for all employees.

2. Published 14 April 2026. Local Government Pay Claim 2026/27 – Unions Reject Offer

The NJC Trade Union Side have today responded formally to the full and final pay offer made by the National Employers of 3.3%. Each of the unions' national committees met last week to decide their respective positions. UNISON and Unite have now both rejected it without conducting a consultation of their wider memberships.

3. Equality, Diversity and Inclusion Training – Councillor Mrs L Fellows undertook South West Councils E-Learning Modules, at a cost of £14 per delegate, to establish whether this would be suitable for employees and members' of the council. Unfortunately, it is very basic and not as detailed as she would have liked to see. Therefore other options for online learning will continue to be explored.