



GILLINGHAM TOWN COUNCIL STAFF AND SALARIES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
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Minutes of a meeting of the Staff and Salaries Committee held on **Monday 18th March 2019** in the Jubilee Room, Town Hall, School Road, Gillingham, commencing at 6.00pm.

These minutes do not constitute a true record until ratified by Full Council.

Present: Cllr A Frith (Chairman),
Cllr P Harris (Deputy Chairman),
Cllr M Hill, Cllr Mrs S Hunt, Cllr Mrs D Toye
Cllr Mrs S Cullingford and Cllr B Von Clemens.

In attendance: Mrs C Ratcliffe, Deputy Town Clerk

Members of the
Press and Public: None

233. To receive apologies for absence.

There were no apologies for absence.

234. To approve the minutes of the meeting held on the 18th February 2019.

Cllr Hill proposed that “**the minutes of the Staff and Salaries Committee held on 18th February 2019 should be approved as a correct record of that meeting**”. Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

235. Questions. There were no questions

236. Declarations of Interest - Members are required to comply with the requirements of Localism Act 2011, Section 27, regarding disclosable pecuniary interests.

There were no declarations of disclosable pecuniary interests.

237. In Confidence. Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussion of the following items 6(a) through to 6(j) inclusive.

Cllr Mrs Toye proposed that “**Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public should be excluded during the discussion of items 6(a) through to 6(g) inclusive**”. Cllr Von Clemens seconded, the vote was unanimous. **RESOLVED.**

Staff and Salaries Committee – 18th March 2019 (continued):

238. Staff Matters:

- a) **To receive a list of salaries and wages cheques and associated accounts for the month of March 2019.**

Cllr Von Clemens proposed that **“the list of salaries and wages totaling £18,608.30 is approved as a correct record for salary month 12 and authorised for payment”**. Cllr Mrs Cullingford seconded, the vote was unanimous. **RESOLVED.**

- b) **To consider and agree the permanent employment for the Town Clerk (probation period terminates at the end of March 2019).**

Cllr Frith reported that the Town Clerk has successfully completed her probationary period and is pleased to recommend a permanent position.

Cllr Mrs Hunt proposed that **“the new Town Clerk is offered permanent employment following successful completion of her probationary period”**. Cllr Mrs Cullinford seconded, and the vote was unanimous. **RESOLVED.**

- c) **To receive and consider staff training requests.**

There were no staff training requests this month.

- d) **To receive and consider a report from the Works Manager, if available.**

The Works Manager was not present at the meeting. A report was tabled.

Cllr Harris commended both the Works Manager and the Deputy Works Manager for successfully completing a two-day play inspection training course and qualifying as Operational Play Area Inspectors with a further exam being taken for registration to RPII (Register of Play Area Inspectors International) list of accredited inspectors.

Cllr Von Clemens proposed that **“a letter of commendation was sent by the Mayor and Chairman of Staff and Salaries to the Works Manager and the Deputy Works Manager commending them for qualifying as RPII play area inspectors”**. Cllr Harris seconded, and the vote was unanimous. **RESOLVED.**

- e) **To receive and consider a staffing report from the Town Clerk, if available.**

The Town Clerk was not present at the meeting. A report was tabled.

Cllr Von Clemens was concerned to read that the Town Clerk is struggling to find time to complete her CiLCA course.

Cllr Von Clemens proposed that **“the Chairman of Staff and Salaries speaks to the Town Clerk regarding the CiLCA course”**. Cllr Mrs Cullingord seconded, and the vote was unanimous. **RESOLVED.**

Closure: The meeting closed at 7.05pm