



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, 15th January 2018**, in the Jubilee Room, Town Hall, School Road, Gillingham, commencing at 7.00pm.

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

Present: Cllr A Frith (Chairman),
Cllr P Harris (Deputy Chairman), Cllr B Von Clemens,
Cllr Mrs Su Hunt, Cllr Mrs B Ridout, Cllr Mrs D Toye and
Cllr R Monksummers.

Apologies: None.

In Attendance: Town Clerk, Mrs Sylvia Dobie.

158. To approve the minutes of the previous meeting held on the 11th December 2017.

It was proposed by Cllr Von Clemens and seconded by Cllr Mrs Ridout “**that the minutes of the meeting held on the 11th December 2017 should be approved as a correct record of the meeting**”. The vote was unanimous. The Chairman duly signed the minutes. **RESOLVED.**

159. Declarations of Interest.

Members are reminded of their obligations to declare their interests in the following items and to indicate the action they will be taking when the item is considered as per the National Association of Local Councils (NALC) Model Code of Conduct which has been prepared to comply with the requirements of Section 27 of the Localism Act 2011. There were no declarations of interest.

160. 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:

Cllr Mrs Hunt proposed “**that Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public should be excluded during the discussion of the following items**”. Cllr Monksummers seconded and the vote was unanimous. **RESOLVED.**

Staff & Salaries Committee – 15th January 2018 – continued:

161. To receive a list of salaries and wages cheques and associated accounts for the month of January 2018.

A list of salaries, wages and associated accounts had been circulated to members prior to the meeting.

Cllr Monksummers proposed “**that the wages and salary cheques to the gross value of £35,173. 69p. should be approved for payment**”. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

162. To receive a budget analysis, for the staff and salaries costs, for the 3rd quarter of the Financial Year 2017/18.

A budget analysis sheet identifying expenditure for each category compared with the budgeted figure for the year was issued with the agenda for the meeting. The total employment costs of £109,334 for the gross salaries element is on budget for the third quarter of the financial year. The employment costs of £141,726 for the gross grounds staff element is 6% under the budget figure, the employers National Insurance Contribution is over budget by 22%. This is due to the additional overtime element paid at time and half, to three members of staff, following one member of the horticultural team leaving their post during the 1st quarter. It is envisaged that by the end of the financial year the difference between the gross ground staff wages and the employees NIC for the grounds staff will compensate each other and the staff costs will come within the budget figure.

Cllr R Monksummers proposed “**that the third quarter budget analysis for employment costs for the FY 2017-18 is received and adopted**”. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

163. Staff Matters:

a) To consider and agree a draft advertisement for a full time member of the grounds staff team for the financial year 2018/19.

Cllr Monksummers proposed “that the draft advertisement for a full time member of the ground staff team for the financial year 2018/19 is approved”. Seconded Cllr Mrs Hunt and the vote was unanimous. **RESOLVED.**

b) To consider and agree a draft advertisement for a gardener/grounds person (self-employed) to work as part of a small staff team for the financial year 2018/19.

Cllr Monksummers proposed “that the draft advertisement for a gardener/grounds person (self-employed) to work as part of a small staff team for the financial year 2018/19 is approved”. Seconded Cllr Mrs Hunt and the vote was unanimous. **RESOLVED.**

The meeting closed at 7.10pm.