



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, 19th March 2018**, in the Jubilee Room, Town Hall, School Road, Gillingham, commencing at 7.15pm.

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 R Monksummers and
Cllr Mrs B Ridout.

Apologies: Cllr Mrs D Toye.

In Attendance: Town Clerk, Mrs Sylvia Dobie.

168. To approve the minutes of the previous meeting held on the 19th February 2018.

It was proposed by Cllr Von Clemens and seconded by Cllr Mrs Hunt “**that the minutes of the meeting held on the 15th March 2018 should be approved as a correct record of the meeting**”. The vote was unanimous. The Chairman duly signed the minutes. **RESOLVED.**

169. 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.**

Staff & Salaries Committee – 19th March 2018 – continued:

170. 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 Von Clemens seconded and the vote was unanimous. **RESOLVED.**

171. To receive a list of salaries and wages cheques and associated accounts for the month of March 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 **£31,605.06p. should be approved for payment**”. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

172. To receive the fourth quarter budget analysis for wages and salaries costs for the FY 2017 - 2018 compared with the budgeted amount.

A budget analysis sheet identifying expenditure for each category compared with the budgeted figure for the fourth quarter of the current Financial Year was issued with the agenda.

The fourth quarter for the internal gross salaries is 100%. The overtime contingency for the Mayor’s Secretary is 38% due to the Mayor’s Civic Day being held in April 2018. The external gross ground staff budget is 91%. Summer overtime, Festive Lighting and the overtime carried out by two members of staff following one full time horticultural staff member leaving their post has been incorporated within these figures. With the adjustment of the gross ground staff wages and the employers National Insurance costs the total gross ground staff wages is 93%. With these % margins the Staff & Salaries budget is in line with the budgeted amount.

Cllr Monksummers proposed that “**the fourth quarter budget analysis for wages and salaries costs for the FY 2017-2018 is received and adopted**”. Cllr Mrs. Ridout seconded and the vote was unanimous. **RESOLVED.**

173. To receive an up-date in respect of the two additional Grounds Persons.

The Chairman, Cllr Frith, informed members that four candidates had been selected to attend interviews for the current grounds person vacancies. The successful applicant for the self-employed position will be joining the works team week commencing 3rd April 2018 and the full time applicant will be joining the works team week commencing 9th April 2018. Both have confirmed they wish to take up their posts and successful references have been obtained.

The meeting closed at 7.25pm.