



GILLINGHAM TOWN COUNCIL STAFF AND SALARIES COMMITTEE

The Town Hall, School Road, Gillingham, Dorset SP8 4QR
Tel: 01747 823588 Email: GTC@gillinghamdorset-tc.gov.uk

Dear Sir/Madam

All members are summoned to attend a meeting of the Staff and Salaries Committee in the Jubilee Room, Town Hall, School Road, Gillingham, on **Monday 16th April 2018 at 7.00pm.**

11th April 2018

Sylvia J Dobie
Town Clerk

All in attendance should be aware that filming, recording, photographing or otherwise being reported about may occur during the meeting. A designated area is set aside for members of the public not actively participating in the meeting where there will be no filming or photographs taken.

AGENDA

1. To receive apologies for absence.
2. To approve the minutes of the meeting held on the 19th March 2018.
3. Declarations of Interest - Members are required to comply with the requirements of Section 27 the Localism Act 2011 regarding disclosable pecuniary interests.
4. **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:**
5. To receive a list of salaries and wages cheques and associated accounts for the month of April 2018.
6. Staff Matters: To consider and agree draft reports for the replacement of the retiring Town Clerk/ Responsible Financial Officer and to make recommendations thereon:- (attached a - e)

Closure.

Attached: Paperwork – Recruitment Town Clerk/RFO - (Members only)

- a) Vacancy back-ground report
- b) Recruitment calendar
- c) Job descriptions and Person Specification
- d) Current Pay Awards (Possible 2% increase may be agreed for the FY 20-18/19)
- e) Advertisement – Town Clerk/RFO

To be tabled: Cheques for Payment –April – Members only.