



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, 16th April 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 and Cllr Mrs B Ridout.

Apologies: Cllr Mrs D Toye and Cllr R Monksummers.

In Attendance: Town Clerk, Mrs Sylvia Dobie.

174. To approve the minutes of the previous meeting held on the 19th March 2018.

It was proposed by Cllr Von Clemens and seconded by Cllr Mrs Ridout “**that the minutes of the meeting held on the 19th March 2018 should be approved as a correct record of the meeting**”. The vote was unanimous. The Chairman duly signed the minutes. **RESOLVED.**

175. 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 – 16th April 2018 – continued:

176. 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 Von Clemens 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 Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

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

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

Cllr Von Clemens proposed “that the wages and salary cheques to the gross value of £38,876.33p. should be approved for payment”. Cllr Mrs Ridout seconded and the vote was unanimous. **RESOLVED.**

178. 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)

Members had received attachments (a) - (e) listed below, prior to the meeting. Members agreed that the draft reports should be amended accordingly:

- a) Vacancy background report – **The third sentence of the second paragraph deleted.**
- b) Recruitment calendar – **The advertisement date should be amended to the 7th May 2018. Dorset4You to be included in the advertisement list.**
- c) Job descriptions and Person Specification – **Dates to be amended to April 2018. Job description to include the new legislation regarding the General Data Protection Regulation (GDPR) and that training will be provided. The job specification – Essential – to be amended to read ‘ability to lead a team and to work as part of a team’.**
- d) Current Pay Awards (Possible 2% increase may be agreed for the FY 2018/19)
- e) Advertisement – Town Clerk/RFO – **The post title to be bold. The advert to reflect the 2% pay increase.**

It was proposed by Cllr Mrs Hunt “that the above amendments are incorporated within the reports for the replacement of the retiring Town Clerk/ Responsible Financial Officer and be approved”. Seconded by Cllr Von Clemens and the vote was unanimous.

The meeting closed at 7.24pm.