



## 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

Minutes of a meeting of the Staff and Salaries Committee held on **Monday, 18<sup>th</sup> June 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 Mrs D Toye  
and Cllr B Von Clemens.

Apologies: Cllr Mrs S Hunt, Cllr M Gould and Cllr R Monksummers.

In Attendance: Town Clerk, Mrs Sylvia Dobie.

The Town Clerk informed members that Cllr Gould wished to resign from the Staff & Salaries Committee as he is unable to commit the time.

Members agreed to accept the resignation and that the vacancy is placed on the June Full Council agenda.

### **183. To approve the minutes of the previous meeting held on the 21<sup>st</sup> May 2018.**

It was proposed by Cllr Von Clemens and seconded by Cllr Mrs Toye “**that the minutes of the meeting held on the 21<sup>st</sup> May 2018 should be approved as a correct record of the meeting**”. The vote was unanimous. The Chairman duly signed the minutes. **RESOLVED.**

### **184. 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 – 18<sup>th</sup> June 2018 – continued:**

**185. 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 Harris seconded and the vote was unanimous. **RESOLVED.**

**186. To receive a list of salaries and wages cheques and associated accounts for the month of June 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 £35,383.56p. should be approved for payment”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

**187. Staff Matters:**

- a) To receive an up-date in respect of the two additional members of the Ground Staff Team.

The Town Clerk informed members that the Works Manager has stated that both the employees are carrying out their duties well. He will carry out an appraisal with the full time operative in September and will report to the Staff & Salaries Committee with a report and recommendation following his six month probation period. The summer contract will cease at the end of September.

- b) To receive an up-date from the Chairman regarding the recruitment of a New Town Clerk.

The chairman informed members that the interview panel has selected three candidates to attend interviews for the post of Town Clerk. The interviews will take place on Tuesday, 19<sup>th</sup> June 2018.

- c) To receive and consider a policy for long service awards for staff members of Gillingham Town Council.

The Chairman stated that following research he had found other councils' gave long service awards to council staff. He had formalized the long service policy with the Assistant Town Clerk and attached with the agenda for the meeting. Following discussion members agreed that a policy should be in place.

It was proposed by Cllr Von Clemens **“that the policy for long service awards for staff members of Gillingham Town Council should be approved”**. Seconded Cllr P Harris and the vote was unanimous. (Attached - Appendix A). **RESOLVED.**

The meeting closed at 7.30pm.



## **GILLINGHAM TOWN COUNCIL**

### **Long Service Award**

**In line with other local government organisations, Gillingham Town Council would like to recognise and reward dedicated long service to the Town Council.**

#### **1 Eligibility**

All officers and employees, whole time or part time, provided they have no other paid employment, completing 25 or 40 years' satisfactory service to Gillingham Town Council shall be eligible to receive a long service award.

An employee regularly working less than 20 hours per week shall receive an award of a lower value.

#### **2 Qualifications**

- (a) To qualify for an award an officer or employee shall have completed 25 or 40 years of continuous service with Gillingham Town Council.
- (b) Where there has been a break in employment, brought about by redundancy or by a decision to raise a family or by some other admissible reason to be accepted at the discretion of Gillingham Town Council, an employee may still be eligible to receive a long service award if he/she has aggregated 25 or 40 years' service to Gillingham Town Council.

#### **3 Disqualification**

In any instance whereby reason of alleged unsatisfactory service, or for any other reason, it is considered that an officer or employee shall be disqualified from receiving a memento, the directions of the Town Clerk and the Mayor and/or Chairman of the Staff and Salaries Committee shall be sought, and a confidential report submitted to the Staff and Salaries Committee for consideration. The officer or employee concerned shall be shown a copy of the report and offered an opportunity of submitting his/her written observations which shall also be presented to the Staff and Salaries Committee along with the report recommending disqualification. An officer or employee shall be disqualified if he/she has previously received a comparable award in respect of long service in any other employment.

**4 Awards**

The award shall take the form of a cash payment, and a Long Service Certificate.

**5 Death of recipient**

The next of kin of an officer or employee who qualifies for a long service award but dies before it can be presented may be allowed to receive an award to the appropriate value.

**6 Presentation**

Awards are presented on a date to be decided and presided over by the Mayor.

**7 Administration**

The Town Clerk and the Chairman of the Staff and Salaries Committee will be responsible for examining and certifying the service of candidates for awards. This will more than likely be ascertained from payroll data. When eligibility has been certified the Mayor will write formally to the prospective recipient inviting him/her to the next ceremony and giving details of the procedures to follow.

For any person who does not wish to be presented with his/her award at a formal ceremony, alternative arrangements will be made following consultation with the employee.

The funding should be earmarked within the Functions Budget. If not spent the funding should be held in the General Reserve until required.