



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 20th August 2018 at 6.45pm.

Attawkins.

15th August 2018

Julie Hawkins, 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 16th July 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:
 - (a) To receive a list of salaries and wages cheques and associated accounts for the month of August 2018 (attached).
5. Staff Matters:
 - (a) To receive an up-date from the Chairman regarding the official handover of the role of Town Clerk/Responsible Financial Officer.
 - (b) To receive a letter from the retiring Town Clerk officially resigning from the post of Town Clerk/Responsible Finance officer (attached).

Staff and Salaries Committee Agenda – Monday 20th August 2018 (continued):

5. Staff Matters – continued:

- (c) To receive a letter from the retiring Town Clerk asking the Town Council to allow her to work flexi retirement, twenty hours per week, to undertake the day to day duties of the Responsible Finance Officer under the responsibility of the Town Clerk (attached)
- (d) To consider and agree a flexi retirement Job Description and Contract of Employment for the post of Finance Officer (attached)

Closure.

Attached:

Agenda item no. 4(a): Cheques for Payment – August – **Members only**

Agenda item no. 5(b): Resignation letter from retiring Town Clerk

Agenda item no. 5(c): Letter from retiring Town Clerk requesting flexi retirement.

Agenda item no. 5(d): Job description and Contract of Employment for Finance Officer