



## 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, 20<sup>th</sup> August 2018**, in the Jubilee Room, Town Hall, School Road, Gillingham, commencing at 6.45pm.

**These minutes do not constitute a true record until ratified by Full Council.**

Present: Cllr A Frith (Chairman),  
Cllr P Harris (Deputy Chairman),  
Cllr M Hill, Cllr Mrs S Hunt (Mayor)  
Cllr Mrs D Toye and Cllr B Von Clemens.

Clerk: Mrs Clare Ratcliffe, Deputy Town Clerk

Members of the  
Press and Public: None

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### **193. To receive apologies for absence.**

Apologies were received from Cllr Monksummers. The Chairman informed the meeting of the reasons for the apologies. The reasons for apologies were duly recorded in the attendance register.

Cllr Von Clemens proposed that the “**the apologies received from Cllr Monksummers were accepted**”. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

### **194. To approve the minutes of the meeting held on the 16<sup>th</sup> July 2018.**

Cllr Von Clemens proposed that “**the minutes of the Staff and Salaries Committee held on 16<sup>th</sup> July 2018 should be approved as a correct record of that meeting**”. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

### **195. Declarations of Interest - Members are required to comply with the requirements of the Localism Act 2011, Section 27 regarding disclosable pecuniary interests.**

There were no declarations of disclosable pecuniary interests.

**Staff and Salaries Committee – 20<sup>th</sup> August 2018 (continued):**

**196. 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.**

**(a) To receive a list of salaries and wages cheques and associated accounts for the month of August 2018.**

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

Cllr Mrs Toye proposed **“that the wages and salary cheques to the gross value of £35,920.40 should be approved for payment”**. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

**197. To receive and consider the following staff matters:**

**(a) To receive an up-date from the Chairman regarding the official handover of the role of Town Clerk/Responsible Financial Officer.**

The Chairman asked Cllr Harris to report on this item.

Cllr Harris referred to a ‘live’ copy of the work program displayed on the overhead projector at the meeting. On 13<sup>th</sup> August 2018 a program of management change was discussed with all internal staff which outlined the transition of roles and responsibilities from the retiring town clerk to the new town clerk. This program of work was agreed with the two employees concerned.

Cllr Harris explained that all the tasks listed on the spreadsheet had been taken from the Town Clerk’s roles and responsibilities/job description. The program should be completed by the end of the six-week handover period and each task has been assigned a completion date. When a task is completed it is signed off by both parties concerned. A spare week has been included within the program for any slippage that may occur. A lot of the tasks shown have already been completed as the new incumbent is an existing employee and is already aware of some of the processes.

The retiring town clerk has produced a ‘hard copy’ of the roles and responsibilities for the new town clerk to refer to after the handover period.

The new Town Clerk has already instigated change within the work place and the Town Hall Consultation Working Party met last Friday to go through the proposed changes with regards to office accommodation. A report will be circulated to Full Council.

The Chairman thanked Cllr Harris for his hard work with setting up a program of work to be completed by the new town clerk during this transitional period.

**(b) To receive a letter from the retiring Town Clerk officially resigning from the post of Town Clerk/Responsible Finance officer.**

Cllr Frith informed members that an official resignation letter has been received from the retiring Town Clerk explaining that she will be retiring in her capacity as Town Clerk and Responsible Financial Officer as from Friday, 28<sup>th</sup> September 2018. A copy of the letter had been circulated with the agenda prior to the meeting.

**Staff and Salaries Committee – 20<sup>th</sup> August 2018 (continued):**

- (b) To receive a letter from the retiring Town Clerk officially resigning from the post of Town Clerk/Responsible Finance officer (continued):**

Cllr Von Clemens commented that as this was a senior position within the Town Council this matter along with associated items (c) and (d) listed under staff matters on the agenda should be referred to Full Council.

Cllr Von Clemens proposed that **“receipt of the resignation received from the retiring Town Clerk dated 14<sup>th</sup> August 2018 and the letter requesting flexi-retirement dated 14<sup>th</sup> August 2018 were acknowledged and deferred to Full Council on Tuesday, 28<sup>th</sup> August 2018”**. Cllr Hill seconded.

There was a short discussion and a counter proposal was made.

Cllr Mrs Toye proposed that **“the letter of resignation was accepted and the associated items under staff matters (c) and (d) were referred to Full Council”**.

After a short discussion Cllr Mrs Toye withdrew her proposal.

A vote was taken on the original proposal. The vote was unanimous. **RESOLVED.**

- (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.**

This item was not discussed following the proposal that was agreed prior to this agenda item (refer to item (b) above).

- (d) To consider and agree a flexi retirement Job Description and Contract of Employment for the post of Finance Officer.**

Cllr Harris stated that this matter could not be discussed now as it had not been fully considered and the new Town Clerk has not had the opportunity to complete a review of future staffing requirements.

Cllr Harris proposed that **“the matter regarding the employment of a Finance Officer was deferred until the appropriate time”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOVLED.**

The meeting closed at 7.10pm