



## **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, 17<sup>th</sup> September 2018 at 6.45pm.**

*Attawkins.*

12<sup>th</sup> September 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 20<sup>th</sup> August 2018.
3. Declarations of Interest - Members are required to comply with the requirements of Localism Act 2011, Section 27, 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(a) though to 5(j) inclusive.
5. Staff Matters:
  - a) To receive a list of salaries and wages cheques and associated accounts for the month of September 2018 (attached).
  - b) To receive an up-date from the Deputy Chairman regarding the official handover of the role of Town Clerk/Responsible Financial Officer.
  - c) To receive and consider a request from the Town Clerk to allow an extension of 2 months to complete a Certificate in Local Government Administration (CiLCA) qualification owing to current pressures of work.

**Staff and Salaries Committee Agenda – Monday 17<sup>th</sup> September 2018 (continued):**

5. Staff Matters (continued):

- d) To receive and agree a timesheet for use by all staff.
- e) To receive and agree a finish date for the self-employed seasonal grounds staff.
- f) To review and consider the permanent employment for the Horticultural Ground Staff whose probation period terminates on 28<sup>th</sup> September 2018.
- g) To agree an overtime rate for staff who assist with the Freedom Service on Saturday, 22<sup>nd</sup> September 2018.
- h) To receive and consider staff training requests.
- i) To receive and consider a staffing report from the Works Manager, if available.
- j) To receive and consider a staffing report from the Town Clerk, if available.

Closure.

**Attached:**

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

**Tabled:**

Agenda item no. 5(f): Staff Training Requests