



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, 17th September 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 Mrs S Cullingford , Cllr M Hill,
Cllr Mrs D Toye and Cllr B Von Clemens.

Clerk: Mrs J Hawkins , Town Clerk
Mrs C Ratcliffe, Deputy Town Clerk
Mr S Dobie, Works Manager

Members of the
Press and Public: None

198. To receive apologies for absence.

Apologies were received from Cllr Mrs Hunt. 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 apologies received from Cllr Mrs Hunt are e accepted”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

The Chairman welcomed Cllr Mrs Cullingford as the new member to the Staff and Salaries Committee following the departure of Cllr Monksummers last month.

The Chairman welcomed the Works Manager to the meeting.

199. To approve the minutes of the meeting held on the 20th August 2018.

Cllr Von Clemens proposed that **“the minutes of the Staff and Salaries Committee held on 20th August 2018 should be approved as a correct record of that meeting”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

Staff and Salaries Committee – 17th September 2018 (continued):

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

There were no declarations of disclosable pecuniary interests.

201. 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.

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 Cullingford seconded and the vote was unanimous. **RESOLVED.**

202. Staff Matters:

The Chairman asked that agenda items nos. 5(d), 5(e), 5(f) and 5(i) were taken first to allow for the time constrains of the Works Manager.

Cllr Von Clemens proposed that **“agenda items nos. 5(d), 5(e), 5(f) and 5(i) were moved up the agenda”**. Cllr Mrs Cullingford seconded and the vote was unanimous. **RESOLVED.**

(a) To receive and agree a timesheet for use by all staff.

The Works Manager circulated a proposed timesheet for normal working hours and another to record overtime hours. It was suggested that both external and internal staff should record hours worked using the same style of time sheet. All staff are contracted to work 37 hours a week but only four members of the external staff claim regular overtime.

Cllr Von Clemens proposed that **“the timesheet is redesigned”**. Cllr Mrs Toye second and the vote was unanimous. **RESOLVED.**

(b) To receive and agree a finish date for the self-employed seasonal grounds staff.

The Works Manager reported that the self-employed contract terminates at the end of September and there is no requirement to extend the contract.

Cllr Von Clemens proposed that the **“contract for the six-month seasonal grounds staff is terminated on the 28th September 2018”**. Cllr Harris seconded and the majority were in favour. Cllr Hill abstained as he arrived late to the meeting. **RESOLVED.**

(c) To review and consider the permanent employment for the Horticultural Grounds staff whose probation period terminated on 28th September 2018.

The Works Manager reported that the person employed as a horticultural grounds staff will complete their six-month probationary period on Friday, 28th September 2018. The employee has worked very well throughout the probationary period and the Works Manager had no hesitation in recommending permanent employment.

Cllr Von Clemens proposed that **“the probationary horticultural grounds staff is offered a permanent position as from 1st October 2018”**. Cllr Mrs Cullingford seconded and the vote was unanimous. **RESOLVED.**

Staff and Salaries Committee – 17th September 2018 (continued):

202. Staff Matters (continued):

(d) To receive and consider a staffing report from the Works Manager

The Works Manager reported that a letter of resignation has been received from one of the Horticultural Grounds Staff team who has been offered a position in a larger local authority offering better career progression. Whilst it is disappointing news for Gillingham Town Council, it will provide an opportunity to review the external staffing requirements.

Cllr Von Clemens suggested that the Mayor writes a letter of appreciation to the member of staff who will be leaving, thanking them for their hard work and commitment to the floral displays in the town, which have been admired by many.

Cllr Von Clemens proposed that **“the resignation letter received from one of the Horticultural Grounds Staff is accepted”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

(e) To receive a list of salaries and wages cheques and associated accounts for the month of September.

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 £36,659.31 should be approved for payment”**. Cllr Hill seconded and the vote was unanimous. **RESOLVED.**

Members requested that each month a breakdown of the salaries and wages is presented to the Staff and Salaries Committee (a copy of which has always appeared with the invoices presented to Policy and Resources Committee).

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

Cllr Harris updated members on the progress of the handover.

(g) 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.

Cllr Frith proposed that **“the new Town Clerk is granted an extension of 2 months (plus the original 6 months) from 1st October 2018 to complete the CiLCA qualification”**. Cllr Von Clemens seconded. No vote was taken.

Cllr Harris suggested that in the light of recent activities this should be extended further.

Cllr Frith proposed that **“the new Town Clerk is granted a period of 12 months from 1st October 2018 to complete the CiLCA qualification”**. Cllr Von Clemens seconded and the vote unanimous. **RESOLVED.**

(h) To agree an overtime rate for staff who assist with the Freedom Service on Saturday, 22nd September 2018.

Cllr Von Clemens informed members that the overtime rate of time plus half is specified in the Contract of Employment for all staff.

The Town Clerk informed members that the request for overtime has been made as the Mayor’s Secretary is required to assist with the Freedom Ceremony on Saturday, 22nd September 2018. Duties will include: the preparation of the room – setting up of tables etc. providing refreshments and clearing up (approximately 4 to 5 hours). A caterer has not been employed on this occasion.

Staff and Salaries Committee – 17th September 2018 (continued):

202. Staff Matters (continued):

Cllr Von Clemens queried which budget would be used for the estimated overtime payment of £75. The Town Clerk replied that the overtime could be paid from the salaries budget no. 4.01.

Cllr Von Clemens requested that in future an outside caterer is used for functions of this type so that extra 'hidden' costs are not incurred and would, therefore, prefer to see the overtime expense taken from budget no. 3.21 – Function Fund.

Cllr Von Clemens proposed that **“the overtime for the Mayor’s Secretary to help with the Freedom Ceremony on Saturday, 22nd September 2018 is made from the budget no. 3.21 - Function Fund”**. Cllr Mrs Cullingford seconded and the vote was unanimous. **RESOLVED.**

(i) To receive and consider staff training requests.

A report detailing staff training requests had been circulated prior to the meeting.

Cllr Harris stated that it is important that staff are trained and that recommended HMRC travel allowances and subsistence provisions are agreed.

The Town Clerk informed the meeting that budget no. 4.07 - Staff Training has a current balance of 3,332.90 and General Reserve budget no. 8.21 – Staff Training has a current balance of £7,115.

Cllr Harris proposed that **“the staff training requests were approved and financed from General Reserve budget no. 8.21 – Staff Training”**. Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that **“travel allowances and subsistence provisions are paid at the current HMRC rates using General Reserve budget no. 8.21 – Staff Training”**. Cllr Hill seconded and the vote was unanimous. **RESOLVED.**

(j) To receive and consider a staffing report from the Town Clerk, if available.

The Town Clerk updated members on the progress of staff performance and development reviews.

The meeting closed at 7.30pm