



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, 15th October 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 (arrived at 7.15pm),
Cllr Mrs D Toye and Cllr B Von Clemens.

In attendance: Mrs J Hawkins, Town Clerk
Mrs C Ratcliffe, Deputy Town Clerk

Members of the
Press and Public: None

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

204. To approve the minutes of the meeting held on the 17th September 2018.

Cllr Von Clemens proposed that **“the minutes of the Staff and Salaries Committee held on 17th September 2018 should be approved as a correct record of that meeting”**. Cllr Mrs Cullingford seconded and the vote was unanimous. **RESOLVED.**

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

There were no disclosable pecuniary interests declared.

Staff and Salaries Committee – 15th October 2018 (continued):

206. 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) through to 5(c) 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 Toye seconded and the vote was unanimous. **RESOLVED.**

207. Staff Matters:

a) To receive a list of salaries, wages cheques and associated accounts for the month of October 2018.

Cllr Mrs Cullingford proposed that **“the list of salaries and wages totaling £32,469.99 is approved as a correct record for wages weeks 27 to 31 and salary month 7 and authorized for payment”**. Cllr Frith seconded and the majority were in favour. Cllr Von Clemens abstained from voting. **RESOLVED.**

b) To consider and agree the use of timesheets by all members of staff.

The Town Clerk reported that from October timesheets for all staff had been reintroduced as recommended in a recent audit report. The timesheets will be checked by the line manager and signed by both the line manager and employee. Timesheets will record core hours as well as any overtime worked. Claims by the Town Clerk will be signed by an appropriate councillor.

Cllr Von Clemens proposed that **“all staff must submit timesheets in advance of the payment of salaries and wages”**. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

c) To receive and consider staff training requests.

The Town Clerk reported that a lot of training needs had been identified as a result of performance and development reviews. A list with costings will be presented shortly.

d) To receive and consider a staffing report from the Works Manager, if available.

The Works Manager was not present and there was no report.

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

The Town Clerk gave a verbal report and confirmed that all but one member of staff has attended a performance and development review. One member of staff was on annual leave and the review will be carried out next week. The reviews were productive and very useful, and training needs have been identified.

The locum RFO started work on 4th October and will be working part time as required until a permanent member of staff is recruited. A payroll officer working on Fridays and Saturdays during October and the first week of November is dealing with payroll and pension matters

The Town Clerk and Deputy Clerk continue to work in excess of their core hours following the recent transition period and current staff shortage. The offer of help by councillors is appreciated.

Cllr Frith and Cllr Harris acknowledged the tremendous number of hours that has and continues to be worked by the office staff during this time. It is appreciated and it would not be unfair for the extra hours to be taken as TOIL at a time to suit employees or to consider payment, if preferred. The Town Clerk was asked to liaise with staff about managing extra hours and taking TOIL time or payment.

The meeting closed at 7.20pm