



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, 10th December 2018 at 6.45pm.**

Julie Hawkins

5th December 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 19th November 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) through to 5(f) inclusive.
5. Staff Matters:
 - a) To receive a list of salaries and wages cheques and associated accounts for the month of December 2018 (attached).
 - b) To receive and consider draft new contracts of employment (circulated to members via email).
 - c) To receive and consider a draft Employee Handbook (circulated to members via email).
 - d) To receive and consider staff training requests.
 - e) To receive and consider a staffing report from the Works Manager, if available.

Staff and Salaries Committee Agenda – Monday 10th December 2018 (continued):

5. Staff Matters (continued):

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

Closure.

Attached:

Agenda item no. 5(a): Cheques for Payment – December – **Members only**