



## **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, 10<sup>th</sup> December 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 Hunt,  
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

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

The Chairman reported that an apology had been received from Cllr Mrs Cullingford. The reason for the apology was duly recorded in the attendance register.

Cllr Von Clemens proposed that **“the apology received from Cllr Mrs Cullingford was accepted”**. Cllr Hill seconded, and the vote was unanimous. **RESOLVED.**

### **215. To approve the minutes of the meeting held on the 19<sup>th</sup> November 2018.**

Cllr Von Clemens proposed that **“the minutes of the Staff and Salaries Committee held on 10<sup>th</sup> December 2018 should be approved as a correct record of that meeting”**. Cllr Hill seconded and the vote was unanimous. **RESOLVED.**

### **216. 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 – 10<sup>th</sup> December 2018 (continued):**

**217. In confidence – Under the Public Bodies (Admissions to Meetings) Act 1960, the press and public shall be excluded during the discussions of the following items 5(a) through to 5(f) inclusive.**

Cllr Mrs Hunt 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 Von Clemens seconded and the vote was unanimous. **RESOLVED.**

**218. Staff Matters, as follows:**

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

Cllr Harris proposed that “**the list of salaries and wages totaling £38,501.70 is approved as a correct record for wages weeks 36 to 39 inclusive and salary month 9 and authorised for payment**”. Cllr Harris seconded, the vote was unanimous. **RESOLVED.**

**b) To receive and consider draft new contracts of employment.**

Copies of draft new contracts of employment were circulated to members via email prior to the meeting.

Cllr Firth and the Town Clerk had made some revisions to the draft contracts of employment prior to the meeting and these were discussed along with other minor suggestions raised during the meeting.

Cllr Harris proposed that “**the contracts of employment as amended for office staff are agreed**.” Cllr Von Clemens seconded and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that “**the contracts of employment as amended for the grounds staff are agreed**”. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

Cllr Von Clemens proposed that “**the contract of employment as amended for the Works Manager is agreed**”. Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

**c) To receive and consider a draft Employee Handbook.**

A copy of the draft employee handbook had been circulated to members via email prior to the meeting.

The Town Clerk suggested some minor amendments during the meeting.

Cllr Mrs Hunt proposed that “**the Staff and Salaries Committee is temporarily suspended and resumed after the Policy and Resources Committee (Precept) meeting**”. Cllr Harris seconded and the vote was unanimous. **RESOLVED.**

**Due to time constraints, the meeting was suspended at 7.27pm and resumed after the Policy and Resources Committee (Precept) meeting.**

The Staff and Salaries Committee resumed at 9.20pm

Cllr Mrs Toye suggested that paragraph 4.2 of the staff handbook required further clarification.

**Staff and Salaries Committee – 10<sup>th</sup> December 2018 (continued):**

**218. Staff Matters, as follows (continued):**

Cllr Von Clemens proposed that **“the draft Employee Handbook, as amended and following advice from Ellis Whittam regarding maternity leave, is agreed”**. Cllr Mrs Toye seconded and the vote was unanimous. **RESOLVED.**

**d) To receive and consider staff training requests.**

There were no staff training requests this month.

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

There was no staffing report from the Works Manager this month.

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

The Town Clerk reported that Ms Debra Edwards had commenced her employment as the new Responsible Financial Officer on Tuesday, 4<sup>th</sup> December 2018.

The advertisement for the current staff vacancy (Horticultural Groundsman) was published in the Blackmore Vale Magazine on Friday, 7<sup>th</sup> December 2018, and is available on-line. The closing date is 31<sup>st</sup> December 2018.

The meeting closed at 9.30 pm