



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 21st January 2019** in the Jubilee Room, Town Hall, School Road, Gillingham, commencing at 6.15pm.

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

Absence: Cllr Mrs S Cullingford

Members of the
Press and Public: None

219. To receive apologies for absence. There were no apologies for absence.

220. To approve the minutes of the meeting held on the 10th December 2018.

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

221. Questions. There were no questions.

222. 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 – 21st January 2019 (continued):

- 223. 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, the vote was unanimous. **RESOLVED.**

224. Staff Matters:

- a) To receive a list of salaries and wages cheques and associated accounts for the month of January 2019.**

Cllr Von Clemens proposed that **“the list of salaries and wages totaling £13,876.56 is approved as a correct record for wages weeks 40 to 42 inclusive and salary month 10 and authorised for payment”**. Cllr Mrs Toye seconded, the vote was unanimous. **RESOLVED.**

- b) To receive a budget analysis, for the staff and salaries costs, for the 3rd quarter of the financial Year 2017-18.**

Cllr Hill proposed that **“the budget analysis, as presented, is noted”**. Cllr Von Clemens seconded, the vote was unanimous. **RESOLVED.**

- c) To receive and consider new pay scales for 2019 - 2020 to be implemented from 1st April 2019.**

Cllr Mrs Hunt proposed that **"the new pay scales for 2019 - 2020 to be implemented from 1st April 2019, as presented, are approved"**. Cllr Mrs Toye seconded, the vote was unanimous. **RESOLVED.**

- d) To consider and agree a timescale for the implementation of the updated contracts of employment.**

Cllr Von Clemens proposed that, **"All members of staff are invited to meet with the Chairman, Deputy Chairman and Town Clerk to discuss the updated contracts of employment on Tuesday 5th February 2019. Staff members will be asked to sign and return their updated contract by 6th March 2019. The letter to staff, as presented, is approved."** Cllr Mrs Hunt seconded, the vote was unanimous. **RESOLVED.**

- e) To consider and agree the options available to staff for the change from weekly to monthly pay.**

Cllr Von Clemens proposed that, **"the options, as recommended by the RFO, are agreed"**. Cllr Mrs Hunt seconded, the vote was unanimous. **RESOLVED**

- f) To receive and consider a request from a member of staff for the Council to pay the membership fees of a professional body.**

Cllr Harris proposed that **"the town council pays the annual fee of £246.00 for the RFO's membership to the Association of Chartered Certified Accountants"**. Cllr Mrs Hunt seconded, the vote was unanimous. **RESOLVED**

Staff and Salaries Committee – 21st January 2019 (continued):

224. Staff Matters (continued):

- g) To receive and consider staff training requests, if available.**

Cllr Mrs Hunt proposed that, "All members of staff attend a Dorset County Council Personal Safety Awareness course at Gillingham Town Hall at a total cost of £400 for up to 12 delegates to be taken from Budget No. 4.07 Staff Training. The Town Clerk and Deputy Town Clerk to attend the DAPTC Annual Conference on Tuesday 26th March at a total cost of £140 plus travelling expenses to be taken from Budget No. 4.07 Staff Training". Cllr Mrs Toye seconded, the vote was unanimous. **RESOLVED**

- h) To receive and consider a staffing report from the Town Clerk, if available. APPENDIX A**

Cllr Von Clemens proposed that, "the staffing report, as presented, is noted". Cllr Mrs Hunt seconded, the vote was unanimous. **RESOLVED**

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

There was nothing additional to add.

The meeting closed at 6.47 pm