



## **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, 18<sup>th</sup> February 2019 at 6.00pm.**

*Hawkins.*

11<sup>th</sup> February 2019

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 21<sup>st</sup> January 2019.
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 7(a) though to 7(g) inclusive.
5. To consider and agree a Training and Development Policy for recommendation to Full Council.
6. To consider and agree a Pay Policy for recommendation to Full Council.

**Staff and Salaries Committee Agenda – Monday 18<sup>th</sup> February 2019 (continued):**

7. Staff Matters:
- a) To receive a list of salaries, wages cheques and associated accounts for the month of February 2019 (attached).
  - b) To consider and agree a revised staffing structure.
  - c) To consider and agree the following draft job descriptions:
    - i. Town Clerk
    - ii. Deputy Town Clerk
    - iii. Works Manager
    - iv. Deputy Works Manager
    - v. Responsible Financial Officer
    - vi. Mayor's Secretary / Administration Assistant
    - vii. Grounds Person
    - viii. Horticultural Grounds Person
    - ix. Town Orderly
  - d) To consider the recruitment of an additional Grounds Person.
  - e) To receive and consider staff training requests.
  - f) To receive and consider a staffing report from the Works Manager, if available.
  - g) To receive and consider a staffing report from the Town Clerk, if available.

Closure.

**Attached:**

Cheques for Payment – February – **Members only**

**To follow:**

Draft Training and Development Policy.

Draft Pay Policy.

Draft job descriptions.

**Tabled:**

Town Clerk's Report.