



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 18th February 2019** in the Jubilee Room, Town Hall, School Road, Gillingham, commencing at 6.00pm.

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
Cllr Mrs S Cullingford and Cllr B Von Clemens.

In attendance: Mrs J Hawkins, Town Clerk

Members of the
Press and Public: None

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

226. To approve the minutes of the meeting held on the 21st January 2019.

Cllr Von Clemens proposed that “**the minutes of the Staff and Salaries Committee held on 21st January 2019 should be approved as a correct record of that meeting**”. Cllr Mrs Toye seconded, and the vote was unanimous. **RESOLVED.**

227. Questions. There were no questions.

228. 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.

- 229. 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 7(a) though to 7(g) 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 items 7(a) through to 7(g) inclusive”**. Cllr Mrs Toye seconded, the vote was unanimous. **RESOLVED.**

- 230. To consider and agree a Training and Development Policy for recommendation to Full Council**

Cllr Mrs Cullingford proposed that **"The Training and Development Policy is recommended to Full Council for adoption"**. Cllr Mrs Toye seconded, and the vote was unanimous. **RESOLVED.**

Cllr Hill joined the meeting at 6.15pm

- 231. To consider and agree a Pay Policy for recommendation to Full Council.**

Cllr Harris referred to Paragraph 8, Professional Fees, and proposed that **"words should be added limiting the number of professional membership fees to one"**. Cllr Mrs Toye seconded, and the vote was unanimous.

Members referred to the section covering benefit schemes and agreed that the paragraph should be deleted.

Members referred to the section covering senior managers and agreed that the words *'senior managers'* should be replaced with *'Town Clerk and their direct reports'*.

Several other minor amendments were made.

Cllr Harris proposed that **"The Pay Policy, with amendments, is recommended to Full Council for adoption"**. Cllr Von Clemens seconded, and the vote was unanimous. **RESOLVED.**

- 232. Staff Matters:**

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

Cllr Von Clemens proposed that **“the list of salaries and wages totaling £17,339.05 is approved as a correct record for wages weeks 45 to 47 inclusive and salary month 11 and authorised for payment”**. Cllr Mrs Cullingford seconded, the vote was unanimous. **RESOLVED.**

- b) To consider and agree a revised staffing structure.**

Cllr Harris outlined the proposed revised staffing structure. Please refer to **Appendix A.**

c) To consider and agree a revised staffing structure continued.

Cllr Harris proposed that "**the proposed revised staffing structure is approved**". Cllr Mrs Cullingford seconded, the majority voted in favour. Cllr Frith abstained from voting. **RESOLVED.**

d) 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

Members considered suggested job titles for the Mayor's Secretary. A draft job description was considered with the title '*Business Continuity Administrator and Executive Assistant to the Mayor*'. Members agreed that a shortened version of this would be preferable.

It was agreed that the title '*Grounds Person*' should be changed to '*Horticultural Grounds Person*' and the title '*Horticultural Grounds Person*' should be changed to '*Landscape Gardener / Nurseryman*'.

Cllr Mrs Hunt asked if the words '*town boundary*' could be changed to '*parish boundary*' in order to include Milton-on-Stour.

Several minor amendments were made.

Cllr Mrs Toye proposed that "**the job descriptions, as amended, are approved**". Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

Cllr Mrs Cullingford proposed that "**the Staff and Salaries Committee meeting is temporarily suspended and resumed after the Policy and Resources Committee meeting**". Cllr Mrs Hunt seconded and the vote was unanimous. **RESOLVED.**

Due to time constraints, the meeting was suspended at 7.25pm and resumed after the Policy and Resources Committee meeting at 8.35pm.

d) To consider the recruitment of an additional Grounds Person.

An information pack was circulated to councillors prior to the meeting. Please refer to **Appendix B.**

Staff and Salaries Committee – 18th February 2019 (continued):

- d) **To consider the recruitment of an additional Grounds Person continued.**

Cllr Von Clemens proposed that "**subject to existing staff members signing the updated contracts of employment, an additional Horticultural Grounds Person should be employed as per the information pack**"
Cllr Mrs Cullingford seconded, and the vote was unanimous. **RESOLVED.**

- e) **To receive and consider staff training requests.**

The Town Clerk informed the meeting that the Dorset Association of Parish and Town Councils (DAPTC) will shortly be holding a training session for new clerks.

Members agreed that the course would be beneficial for both the Town Clerk and the Deputy Town Clerk.

Cllr Harris proposed that "**the council should set aside funds not to exceed £250 to include training and the cost of travel for the Town Clerk and Deputy Town Clerk, if appropriate, to attend**". Cllr Mrs Toye seconded, and the vote was unanimous. **RESOLVED.**

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

A staffing report from the Works manager was presented.

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

The Town Clerk gave a verbal report.

The meeting closed at 8.45 pm