



GILLINGHAM TOWN COUNCIL

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

Tel: 01747 823588

Email: gtc@gillinghamdorset-tc.gov.uk

Web site: www.gillinghamdorset-tc.gov.uk

FINANCE COMMITTEE

The minutes of the **Finance Committee** meeting held on **Monday, 17th February 2020**, at 7.30pm in the Council Chamber, Town Hall, Gillingham, Dorset.

Present

Cllr Sharon Cullingford (Chairman)	Cllr Paul Harris
Cllr Barry von Clemens	Cllr Mick Hill
Cllr Fiona Cullen	Cllr John Kilcourse
Cllr Alan Frith	Cllr Val Potheary
Cllr Alison Gale	Cllr Graham Poulter
Cllr Mike Gould	

In Attendance

Town Clerk: Julie Hawkins

Responsible Financial Officer: Debra Edwards

Press and Public

Press: Michael Streeter, Gillingham and Shaftesbury News

Public: There were no members of the public present

Minute no.

120.	Public Participation. Please note: a period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.
	There were no questions from members of the public.
121.	To receive apologies.
	It was agreed and RESOLVED to accept the apologies received from Cllr Toye for personal reasons.
122.	To approve the minutes of the last meeting held on Monday, 20th January 2020.
	It was agreed and RESOLVED to approve the minutes of the meeting held on Monday, 20 th January 2020.
123.	To receive questions pertinent to the previous meeting.
	The were no question pertinent to the previous meeting.
124.	To receive any declarations of interest. Please note: members are required to comply with the requirements of the Localism Act 2011, section 27, disclosable pecuniary interests.
	There were no declarations of interest.

125.	To approve payments for the previous month.
	It was agreed and RESOLVED that the payments for January 2020, as presented, are approved. Please refer to Appendix A .
126.	To approve any payments between £5,000 and £9,999, in accordance with Financial Regulations, para 4.1.2.
	There were no payments.
127.	To receive any requests for virement of budgets.
	There were no requests for virements.
128.	To receive and consider sub-committee reports.
	No sub-committee meeting had taken place. There was no report.
129.	To review the current Grants Policy and make recommendations to Full Council.
	It was agreed and RESOLVED that the Grants Policy, as amended, is recommended to Full Council for adoption. Please refer to Appendix B .
130.	To review the current Pay Policy Statement and make recommendations to Full Council.
	It was agreed and RESOLVED that the Pay Policy, as amended, is recommended to Full Council for adoption. Please refer to Appendix C .
131.	To receive a report regarding the council's energy suppliers.
	A report was circulated for information. It was agreed and RESOLVED to defer the matter until the next available meeting of the Finance Committee in order to obtain further information regarding green energy suppliers.
132.	To receive a request from Gillingham Local History Society and Museum for funding towards the Gillingham's Historic Buildings Project.
	It was agreed and RESOLVED that the request has not been submitted in accordance with the Council's Grant Policy for 2019/2020 and therefore the council is unable to consider the request at this time.
133.	To receive matters pertinent to this meeting. <u>Please note:</u> Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda).
	There were no matters pertinent.
There being no other business on the agenda, the meeting closed at 8.05pm.	
Signed: _____ Date: 16 th March 2020 Chairman of Finance Committee, Cllr Sharon Cullingford	
PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.	

			GILLINGHAM TOWN COUNCIL	PAYMENTS JANUARY 2020	
NUM	DATE		DESCRIPTION	RECIPIENT/SUPPLIER	TOTAL
	PAID	CHQ/DD			(£)
1	02/01/2020	19597	McAfee computer protection	Amazon Payments UK Ltd	9.99
2	02/01/2020	19598	Hygiene	Aqua Cleaning Services	52.00
3	02/01/2020	19599	Website maintenance	Design Jam	102.00
4	02/01/2020	19600	Training	DAPTC	295.00
5	02/01/2020	19601	Green waste	Fencewize	180.00
6	02/01/2020	19602	Workshop refurb	Howdens	1,104.41
7	02/01/2020	19603	Machinery spares	Lee Holmes Garden Machinery	138.35
8	02/01/2020	19604	Plants	Plant World	13.50
9	02/01/2020	19605	Training materials	SLCC Enterprises	52.32
10	02/01/2020	19606	Health and Safety cards	The Stationery Office	7.50
11	02/01/2020	19607	Hire of equipment	Sydenhams Hire	133.63
12	02/01/2020	19608	Various materials	Sydenhams	238.11
13	02/01/2020	19609	cancelled	cancelled	0.00
14	02/01/2020	19610	cancelled	cancelled	0.00
15	02/01/2020	19611	Various materials	Trade UK	79.40
16	06/01/2020	19612	Tree surgeon	David Harness	1,116.00
17	07/01/2020	19613	Membership fees	D Edwards	258.00
18	08/01/2020	19614	Various materials	Mole Valley Farmers	119.01
19	08/01/2020	19615	Play ground equipment	Playdale Playgrounds	673.20
20	08/01/2020	19616	Tree surgeon	David Harness	414.00
21	09/01/2020	19617	Various materials	JH Rose & sons	168.44
22	09/01/2020	19618	Outreach Nov 19	Youth Resource Services	441.67
23	13/01/2020	19619	Petty cash top up	Cash	64.78
24	13/01/2020	19620	Outreach Dec 19	Youth Resource Services	441.67
25	13/01/2020	19621	Waste	Fencewize	25.30
26	13/01/2020	19622	Water cooler	Angel Springs	10.86
27	13/01/2020	19623	Various materials	Crockers	28.71
28	14/01/2020	19624	Weekend cleaning and Office cleaning	MG Cleaning	816.00
29	14/01/2020	19625	CCTV signs	Amazon Payments UK Ltd	10.88
30	22/01/2020	19626-19638	Staff pay	Payroll cheques	20,185.84
31	22/01/2020	19639	Paye and NIC Jan 2020	HMRC	6,746.36
32	22/01/2020	19640	Pension Jan 2020	Dorset County Pension Fund	7,408.96
33	15/01/2020	19641	Councillor mileage	Mr P Harris	13.50
34	15/01/2020	19642	Mayor tickets	Rotary Club of Gillingham	50.00
35	17/01/2020	19643	Play ground equipment	Sutcliffe Play (South West)	2,156.40
36	17/01/2020	19644	Additional fleet insurance new horticultural vehicles	WPS Insurance	549.35
37	22/01/2020	19645	Staff mileage	Mrs J Ezzard	95.40
38	22/01/2020	19646	Various materials	EG Coles	74.62
39	22/01/2020	19647	Various materials	New Forest Farm Machinery	7.82
40	22/01/2020	19648	Various materials	Trade UK	12.36
41	22/01/2020	19649	Fir for Festive lighting	Springfield Trees	228.00
42	22/01/2020	19650	Gas workshop	Southern Electric	189.42
43	22/01/2020	19651	Various materials	Sydenhams	52.98
44	24/01/2020	19652	Various materials	Sydenhams	326.60
45	24/01/2020	19653	CCTV signs, pointer and clicker, door mat	Amazon Payments UK Ltd	55.77
46	27/01/2020	19654	cancelled	cancelled	0.00
47	27/01/2020	19655	Discretionary Powers - SLA Riversmeet (Budget line 7/6020)	The Gillingham Community and Leisure Trust Ltd	10,000.00
48	30/01/2020	19656	Mayor tickets	Mr B Von Clemens	23.50
49	30/01/2020	19657	Staff mileage	Mrs J Hawkins	42.20
50	30/01/2020	19658	Various materials	Trade UK	8.76
			TOTAL CHEQUES		55,222.63
			GILLINGHAM TOWN COUNCIL	PAYMENTS JANUARY 2020	
NUM	DATE		DESCRIPTION	RECIPIENT/SUPPLIER	GROSS
			DIRECT DEBITS		
1	06/01/2020	DD	Fuel	Right Fuel	25.75
2	07/01/2020	DD	Town Hall elect	British Gas	128.55
3	13/01/2020	DD	Fuel	Right Fuel	1.20
4	15/01/2020	DD	WC elect	British Gas	70.96
5	15/01/2020	DD	Business rates	Dorset Council	139.00
6	15/01/2020	DD	Business rates	Dorset Council	2,489.00
7	16/01/2020	DD	Sage 50 accounts	Sage Software	72.00
8	20/01/2020	DD	Fuel	Right Fuel	54.19
9	23/01/2020	DD	CCTV elect	British Gas	16.08

GILLINGHAM TOWN COUNCIL

DRAFT GRANT POLICY



GILLINGHAM TOWN COUNCIL
The Town Hall, School Road, Gillingham, Dorset SP8 4QR
Tel: 01747 823588 Email: gtc@gillinghamdorset-tc.gov.uk

Document Control

Document Title	Grants Policy
Publication Date	16.01.19 24.02.20
Date of Committee Approval	
Minute Number	Minute no. ---
Related Legislation / Applicable Section of Legislation	Section 137 of the Local Government Act 1972 and S19 Local Government (Miscellaneous Provisions) Act 1976
Policy Author	Cllr G Poulter in consultation with the Town Clerk
Applies to	All council members and officers
Version Number	1
Next Review Date	January 2021
Note	The Ministry of Housing, Communities and Local Government has advised that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2020-21 is £8.32

Gillingham Town Council

Grant Policy 2020-2021

1. Introduction.....	4
2. Eligibility	4
3. Conditions	4
4. Applying for a Grant	5
5. General.....	5
6. Appendix 1 – Application Form	7

1. Introduction

- 1.1.** Gillingham Town Council has a commitment to encourage, support and promote voluntary and charitable organisations within Gillingham for the benefit of Gillingham residents. The Council makes an annual budget provision for grants to help meet its aims. For the year ending 31st March 2021 the budget provision is £15,000.
- 1.2.** Under Section 137 of the Local Government Act 1972, the Council has the power to incur expenditure which in its opinion is in the interest of and will bring direct benefit to its area or any part of it or all or some of its inhabitants. The direct benefit accruing must also be commensurate with the expenditure involved.
- 1.3.** There is further power to make grants to voluntary organisations providing recreational facilities under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976.
- 1.4.** This policy is designed to act as a guidance for both councillors and applicants when considering or making applications.

2. Eligibility

- 2.1.** To be eligible for grant applicants must:
 - 2.1.1.** have a written governing document (for example a constitution, set of rules, memorandum and articles of association or trust deed);
 - 2.1.2.** have a bank account that requires the authorisation of at least two people who are unrelated to each other to make payments or withdrawals of any kind from that account;
 - 2.1.3.** be voluntarily run, non-profit making and operated with no undue restrictions or limitations on membership;
 - 2.1.4.** have independently approved annual accounts;
 - 2.1.5.** demonstrate the service it is providing by giving details of its activities;
 - 2.1.6.** demonstrate the need for financial assistance.
- 2.2.** The Council will not make grants to any organisation that it deems to be a political party, has the nature of a political party, or is engaged in campaigning for a political purpose or cause.
- 2.3.** The Council will not provide funds for the furtherance or propagation of a faith promoted by any organisation which is, or is deemed by the Council to be, of a religious nature. This will not preclude religious organisations applying for assistance to provide social or welfare work connected with their organisation and which do not directly promote a religious aspect.

3. Conditions

- 3.1.** A grant will only be considered for projects which will be undertaken in the Gillingham Parish, and/or will be wholly or principally for the direct benefit of residents of Gillingham Parish.
- 3.2.** Grants cannot be used for retrospective funding; that is to replace money which has already been spent, or to cover items or services that have already been bought including consultancy or brokering fees.

- 3.3. Grants cannot be redistributed / gifted to other organisations or individuals.
- 3.4. Any grant awarded must only be used for the approved purpose.
- 3.5. Projects receiving assistance must be completed within one year of receipt of the grant.
- 3.6. Applicants must, when called upon to do so by the Council, provide a report, not more than 28 days thereafter, detailing how the project has achieved its aims and provide documentary evidence of spend.
- 3.7. Any part of a grant not used within one year of receipt or which has not been used for the approved purpose must be repaid to the Council if demanded and shall be recoverable as a debt due from the applicant to the Council.
- 3.8. Applicants must give recognition to and positively promote the Councils involvement in their project for example in press releases, advertising and publicity.
- 3.9. The Council may, at its own absolute discretion, impose any other condition when making a grant.
- 3.10 Grants will not normally be approved for services that are the responsibility of another statutory authority.

4. Applying for a grant

- 4.1. From 1st April 2020 the Council will advertise for and request applications for grants which must be submitted by 31st July 2020.
- 4.2. Applications are to be made on the application form (appendix 1) available via the Councils website or on request from the Town Hall.
- 4.3. Applications will not be considered until all the information requested on the form has been supplied.
- 4.4. Applicants may, if they wish, and must if requested, attend either or both meetings referred to in 4.5.
- 4.5. Completed applications will be considered by the Councils Finance Committee at its meeting in September 2020. Upon consideration the Finance Committee will make recommendations to the Full Council which it will in turn consider at its meeting next following that of the Finance Committee. Payment of any grants approved by the Full Council will be made as soon as practicable thereafter.
- 4.6. The Council will only provide one grant to each applicant in each financial year, but it may at its own absolute discretion provide grants in successive years. Applicants should not make a presumption that funding will continue year on year.

5. General

- 5.1. The applicant, organisation or anyone acting on their behalf must not solicit support from or lobby any councillor at any time during the application process.
- 5.2. If there is a breach of 5.1 the application shall be void and no further application by the applicant will be considered.

- 5.3.** If any additional conditions are imposed pursuant to 3.8 the applicant shall, before payment of the grant, sign an agreement to those conditions.

Signed by

The Mayor of Gillingham: _____ Date: _____

**GILLINGHAM TOWN COUNCIL**

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

Tel: 01747 823588

Email: gtc@gillinghamdorset-tc.gov.ukWeb site: www.gillinghamdorset-tc.gov.uk

Application for a Grant Local Organisations FY 2020/2021

Name of Organisation	
Registered Charity Number (if applicable)	
Contact Name	
Address	
Telephone numbers	
Email address	
Aims and objectives of the organisation Please explain how these are currently achieved.	
Benefit to Gillingham Please describe how your organisation helps to benefit the people of Gillingham include supporting information as necessary.	

Purpose of grant sought		
Amount requested		
Details of other grants received over the past five years Please provide supporting evidence.		
Outstanding grant applications Please give details including amount(s) of grants from other sources.		
Details of other fundraising activities		
DECLARATION I declare that the information I have provided in this application is, to the best of my knowledge, accurate and true.		
SIGNED:		
DATE:		
Gillingham Town Council is committed to protecting and respecting the privacy of everyone and ensuring it is fully compliant under the General Data Protection Regulation and the Data Protection Act 2018. We process your personal data in accordance with the law, please see the privacy notice on our website (www.gillinghamdorset-tc.gov/privacy-policy), which provides more details on the processing of data.		
Please send completed applications, including accompanying documents and the most recent set of accounts , to: The Town Clerk Gillingham Town Council School Road Gillingham, Dorset SP8 4QR	For official use:	✓
	Application checked & acknowledged	
	Previous funding from GTC	
	Date of committee meeting	
	Application decision Yes/No	

Finance Committee Meeting – 17th February 2020

APPENDIX G

Minute No. 130

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Gillingham Town Council Pay Policy Statement

Revised February ~~2019~~2020



Gillingham Town Council
School Road, Gillingham, Dorset SP8 4QR

Document Control

Document Title: Pay Policy Statement

Publication Date	February 2019 <u>2020</u>
Policy Owner	Full Council
Date of Committee Approval	25 <u>24</u> th February 2019
Minute Number	6 <u>48</u>
Related Legislation / Applicable Section of Legislation	<ul style="list-style-type: none"> • Localism Act 2011. • Accounts and Audit Regs 2011. • Local Government Transparency Code 2015. • The Equality Act 2010. • Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000. • The Agency Workers Regulations 2010. • The Transfer of Undertakings (Protection of Earnings) Regulations. • The Hutton Review of Fair Pay in the Public Sector (2010).
Policy Author	Julie Hawkins, Town Clerk
Applies to	All employees and councillors
Version Number	1
Next Review Date	February 2020 <u>2021</u>

Pay Policy Statement 2019 – 2020

1. Introduction and purpose

This pay policy statement describes Gillingham Town Council's policies that relate to the pay of its workforce, particularly its senior officers and its lowest paid workers.

Under section 112 of the Local Government Act 1972, the council has the "power to appoint officers on such reasonable terms and conditions as it thinks fit". This Pay Policy Statement ('the statement') sets out the council's approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the council's approach to setting the pay of its employees by identifying:

- The methods by which salaries of all employees are determined;
- The detail and level of remuneration of its most senior staff, as defined by the relevant legislation;
- The ~~Staff and Salaries Finance Sub~~-Committee responsible for ensuring the provisions set out in this statement are applied consistently throughout the council and recommending any amendments to the full council.

This policy statement has been approved by the council and is effective from ~~25~~²⁴th February ~~2019~~²⁰²⁰. It will be subject to review annually and in accordance with new or proposed legislation to ensure that it remains relevant ~~and effective.~~
~~and effective.~~

2. Accountability and decision making

In accordance with the standing orders of the council, the ~~Staff and Salaries Finance Sub~~-Committee is responsible for decision making in respect of the recruitment, pay, terms and conditions and severance arrangements relating to employees of the council.

3. Responsibility and scale

Gillingham Town Council is directly responsible for a budget of ~~£858,594~~^{£930,187} and for the employment of ~~42~~¹³ staff.

The council provides services to a total population of ~~41,756~~^{12,101} residents plus visitors to the town.

4. The council's pay strategy

In determining the pay of its employees, the council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. Regarding the Equal Pay requirements contained within the Equality Act, the council ensures that all pay arrangements can be objectively justified

using Job Evaluation methods. The council takes the following approach to assessing individual and overall pay levels.

- **Defining the role** – this describes the activities, responsibilities, accountabilities and behaviours which relate to each job and helps ensure that the role and its requirements is fully understood by the individual and the manager. This allows the council to assess the performance of its staff and so improves efficiency and effectiveness.
- **Determining the job size** – this process ranks all the council's jobs by using job evaluation techniques in order to ensure fairness and transparency and to allow for direct comparison between roles.
- **Determining overall pay levels** – this allows the council to assess the right pay policy and pay levels based on a number of key factors which include but are not limited to ability to pay, national, local and regional pay comparators.
- **Determining pay structure** – pay is frequently made up of a number of elements. This council has adopted an approach which includes incremental progression related to service or performance. Where different pay arrangements apply to different groups of staff the reasons are clearly evidenced and documented. The council's approach to pay is detailed below and where different arrangements are in place these are explained.
- **Recruiting the right staff** – where necessary the council may apply market supplements or other individual pay levels for specific roles in order to ensure that it can recruit the best staff. This approach will only be adopted where there is clear evidence of recruitment difficulty and any such payments will be time limited and in accordance with council policy.

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5. Pay design

Gillingham Town Council's pay policy is based on the National Joint Council for Local Government Services nationally negotiated pay scheme which applies to local government employees. The most recent pay award was 2% per cent with effect from 1st April 2019.

6. Pay structure

• Pay grades and progression

Progression through the pay grades is based on meeting identified performance goals and a combination of service to the council. New employees will usually be appointed to the minimum pay level for the relevant grade. Managers have the discretion to recommend an employee for acceleration of increments within the grade when they have demonstrated exceptional performance.

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• Pay supplements

From time to time it may be necessary to pay special allowances or supplements to individual employees as part of their employment contract where specific circumstances require this and where it can be justified in accordance with council

policies. Such allowances are negotiated nationally or locally through collective bargaining arrangements and/or as determined by council policy.

The council uses the following:

- allowances to attract and retain employees with experience, skills and capacity, for example when there are skills shortages locally or nationally.
- special payments where an employee has taken on additional duties and responsibilities for a defined period, for example covering a vacancy or taking on a special project

The council will ensure that the requirement for additional allowance or supplement is objectively justified by reference to clear and transparent evidence and where market supplements are considered that this is with reference to data available from within and outside the local government sector.

OTHER EMPLOYMENT-RELATED ARRANGEMENTS

7. Local government pension scheme

If employees have a contract of three months or more, they will be enrolled into the Local Government Pension Scheme (LGPS) at the start of their employment. If a contract of less than three months is issued employees will need to request to join the scheme. The employee contribution rates, which are defined by statute, currently range between 5.5 per cent and ~~7.5-6.80~~ per cent of pensionable pay depending on full time equivalent salary levels. The Employer contribution rates are set by Actuaries advising each of the 89 local LGPS funds and reviewed on a triennial basis in order to ensure the scheme is appropriately funded. The current rate is 22 per cent.

8. Professional fees

Where the Council's ~~Staff and Salaries Finance~~ Committee determines that membership of a professional body is essential for the continuous professional development of an employee the Council will pay the fees of that professional body. Membership of a professional body will be limited to one per member of staff.

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9. Business travel and expenses

Where employees are required to travel during their duties they are expected to determine the most appropriate form of transport considering the total cost, travel time and carbon emissions. The cheapest form of transport will normally be chosen unless the travel time is unreasonable. If there are two forms of transport with comparable costs, the transport with the lowest carbon emissions must be selected unless the travel time is unreasonable. If public transport is used, the cheapest travelling fare should be chosen. It is the Council's policy not to pay for first class travel.

10. Mileage allowances

Where employees use their own vehicles for business purposes the mileage allowance will set according to HMRC rates.

11. Subsistence payments

Employees may claim reimbursement of reasonable additional expenditure for sustenance and or accommodation incurred whilst they are working away from their normal place of work and unable to follow their usual arrangements. Such claims will normally be paid only in circumstances where employees are required to travel out of the area and incur an overnight stay. Where it is agreed that the journey will be made in a single day, claims for reasonable reimbursement for lunch and an evening meal will be considered. Reimbursement of all claims will only be paid on submission of a receipt for the expenditure incurred. All subsistence claims will be paid in accordance with HMTC rates and must be agreed by the Town Clerk prior to travel.

12. The Town Clerk and their direct reports

Due to the nature and responsibilities of their role, the Town Clerk and their direct reports are normally employed on full time permanent employment contracts. When recruiting to all posts the council will take full and proper account of its own Equal Opportunities Policy. The determination of the remuneration to be offered to any newly appointed Town Clerk, or their direct reports, will be in accordance with the pay structure and relevant policies in place at the time of recruitment.

Where the council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements in accordance with its relevant policies.

In exceptional circumstances, where the council remains unable to recruit to a Town Clerk or direct report, or where there is a need for interim support to provide cover for a vacant post, the council may consider engaging an individual through a 'contract-for-services'. Such arrangements can be advantageous because they can reduce employment costs and are flexible because they can be used for short periods of time without the need to pay termination payments. Where these arrangements are used the council will use relevant procurement processes to ensure that it can demonstrate value for money. Such arrangements will be kept under regular review by the Staff and Salaries Finance Sub-Committee.

13. Lower grade employees

The lowest paid persons employed under a contract of employment with the council are employed on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use within the council's grading structure. As at 1 April ~~2019~~ 2020, this is ~~£19,171~~ £18,426 per annum (the council applies a living wage policy). The council may employ apprentices who are not included within the definition of 'lowest paid employees' as they are employed under an approved apprenticeship standard.

14. Pay multiple

As described above the council uses an established process of defining roles, determining job size and salary levels. This process determines the relationship between the rate of pay for the lowest paid and senior manager post, including the Town Clerk, described as the pay multiple. The current pay multiple, as at March ~~2019~~ 2020, between the lowest paid employee and the Town Clerk is ~~1:1.98~~ 1:2. This

is as currently recommended by The Hutton Review of Fair Pay in the Public Sector (2010) and will be monitored and recorded annually.

15. Payments on termination of employment

Any payments falling outside the provisions of 'the statement' or the relevant periods of contractual notice are subject to a formal decision made by the full council to approve such payments and will be determined on a case by case basis. It is not the council's policy to re-employ or to contract with senior managers who have been made redundant from the council unless there are exceptional circumstances where their specialist knowledge and expertise is required for a defined period or unless a period of 1 year has elapsed since the redundancy and circumstances have changed.

16. Publication of pay statement

Upon approval by the full council, this statement will be published on the council's website. In addition, for posts where the full time equivalent salary is at least £50,000, the council's annual statement of accounts will include a note setting out the total amount of:

- salary, fees or allowances paid to or receivable by the person in the current and previous year
- any bonuses so paid or receivable by the person in the current and previous year
- any sums payable by way of expenses allowance that are chargeable to UK income tax
- any compensation for loss of employment and any other payments connected with termination
- any benefits received that do not fall within the above

17. Changes to the Policy

The Council may, at any time, by resolution of the Council, amend the statement.

18. Evaluation and Review

The statement will be subject to review by no later than 01/03/~~2020~~2021

Signed by

The Mayor of Gillingham: _____ Date: _____