



Polegate Town Council, Council Office, 49 High Street, Polegate BN26 6AL
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Town Clerk – Jo Ognjanovic e-mail admin@polegate-tc.co.uk

4th February 2016

Notice is hereby given of a meeting of the Personnel Committee to be held on **Friday 12th February 2016** in Council Chambers, 49 High Street Polegate at **9.45am**

J. Ognjanovic

Town Clerk

The press and public have a right and are welcome to attend but are reminded that they must remain silent when the meeting is in progress in accordance with the Public Bodies (Admissions to Meetings) Act 1960. Comments or questions from members of the public on matters on the agenda will be received at the beginning of the meeting. The time allowed is a maximum of 2 minutes per speaker (this can be extended, if appropriate, and at the Chairman's discretion). The press and public are advised to wait until the resolution to exclude the press and public has been proposed and voted upon before withdrawing.

A G E N D A

- 1. Opportunity for public comment**
- 2. Apologies for absence.**
- 3. Declarations of interest in any matters on the agenda.**
- 4. Minutes of meeting of 9th November 2015 (already adopted)**
- 5. Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (discussion of personal staff details/organisation)**
- 6. Maintenance person cover – for information only**
- 7. Movement of funds from pensions budget & overtime unspent into a reserve to provide and pay for temporary staff cover/locum**
- 8. Pension details re auto enrolment – update and decision regarding % contribution for the Town Council**
- 9. Salary increments re budget figures from 1st April 2016**

- 10. Office closure in August – for info**
- 11. Discussion regarding cover for clerk absence/holiday and temporary pay increase or honorarium for Admin/Committee clerk for longer cover**
- 12. Potential of Admin/committee clerk doing CiLCA (cost approx £350)**
- 13. Litter picker sponsorship (2 ½ to 3 hours per week)**
- 14. Informal review of job descriptions and contracts Cllr Ms Snell & Town Clerk**
- 15. Delegated authority for clerk to use ear marked reserve or general reserve (to set limit) to appoint temporary locum/clerk assistance to facilitate the expedition of larger projects**
- 16. Delegate to Cllr Ms Snell & Mrs Berry to carry out the clerk's review (appraisal) annually**
- 17. Other staff matters for information only**