

**UNADOPTED
POLEGATE TOWN COUNCIL**

PERSONNEL COMMITTEE

Minutes of the meeting held on Friday 13th January 2017, Council Chambers, 49 High Street, Polegate at 11.00 am

Present: Cllrs Mrs C Berry, Ms A Snell, D Watts, M Falkner, B Goodwin (5)

Not Present: Cllr T Bennett, D Shing, Mrs M Piper, D Watts (4)

No Members of the public Cllr D Dunbar was also present.

Minute No	Subject/Resolution	Action
11946	Opportunity for Public Comment None	
11947	Apologies for absence Cllrs D Shing, D Watts, Mrs M Piper	
11948	Declarations of interest in any matters on the agenda None	
11949	Minutes of Meeting 21st October 2016 (already adopted) The minutes were agreed signed as accurate by the chair VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, M Falkner, B Goodwin	
11950	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. (staff details and office organisation) It was resolved that in pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 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 (staff will be discussed and office organisation) VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, M Falkner, B Goodwin	
11951	Salary increases clerk re contractual increment 1st April 2017 £36,379 Cllr Ms Snell outlined the objectives set for the clerk and advised the committee that the appraisal had been satisfactory. Following the clerk's satisfactory appraisal, it was resolved to increase the clerk's salary to pt. 41 from 1st April 2017 VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, M Falkner, B Goodwin	
11952	To close the office to allow staff members to attend the proposed heart start training (Cllr Dunbar motioned) Cllr Dunbar explained what Heartstart involved and the proposal to have staff and councillors attend and potentially shop keepers also as the training itself was free. He explained that it would only take a short time but that as the majority of staff worked mornings only, it would be essential to close the office to allow them to attend. It was resolved that the staff be allowed to attend the HeartStart training and to close the office if required, once the arrangements had been made. VOTE All in favour Cllrs Mrs C Berry, Ms A Snell, D Watts, M Falkner, B Goodwin	
11953	Other staff matters for information only.	

The meeting closed at 10.05 am