

**UNADOPTED
POLEGATE TOWN COUNCIL**

PERSONNEL COMMITTEE

Minutes of the meeting held on Friday 13th August 2018, Council Chambers, 49 High Street, Polegate at 11.00am

Present: Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson (6)

Not Present: Cllr B Goodwin, D Shing, D Dunbar, (3)

No Members of the public

Minute No	Subject/Resolution	Action
12456	Opportunity for Public Comment None	
12457	Apologies for absence Cllrs D Shing, D Dunbar, B Goodwin	
12458	Declarations of interest in any matters on the agenda None	
12459	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 staff details) It was resolved to enter confidential session VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson	
12460	Staff matters It was resolved to increase the training budget by an additional £2000 VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson It was resolved to request an additional £2300 to be added to the legals budget VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson It was resolved to adopt the new job description for the town clerk and to accept the job re-evaluation and to increase the clerk's salary and grade in accordance with the background papers to LCP 43-47 the "no cap" would be removed. This would take effect from the date of the resolution. Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson It was resolved to add £3500 to the IT equipment and services budgets/reserves delegated to the clerk for new machines and equipment as required and the engineer visit. Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson It was resolved to alter staff conditions to NJC which would be	

bring all staff in line with recognised conditions and would mean office staff were on the same conditions as the cleaner/caretaker. Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson

It was resolved that the emails responses would be changed to reflect that staff aim to reply within 3-5 working days. Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson

It was recommended to council that the Facebook and Twitter feeds were ceased. Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson

The meeting closed at 1 pm

Signed Chair of Personnel

Date _____