

**UNADOPTED
POLEGATE TOWN COUNCIL**

PERSONNEL COMMITTEE

Minutes of the meeting held on Monday 11th November 2013, St Georges Church Hall, 110 Eastbourne Road, Polegate at 7.45 pm

Present: Cllrs Mrs J Voyce, M Cunningham, Mrs C Berry, Mrs M Piper, J Harmer, J O’Riordan (6)

Not Present: D Broadbent (1)

2 Members of the public

Cllrs T Voyce, H Parker were also present

Minute No	Subject/Resolution	Action
10800	Apologies for absence Cllrs D Broadbent	
10801	Declarations of interest in any matters on the agenda None	
10802	Minutes of Meeting 14th October 2013 The minutes were agreed signed as accurate by the chair VOTE All in favour	
10803	Opportunity for Public Comment None	
10804	Personnel Budget The committee discussed each item in the budget as presented. A Councillor asked to clarify when the additional increment would be given to the clerk. The chair explained that it was subject to satisfactory appraisal which had already taken place and would be awarded on 1 st April. This would take the clerk to the top of the scale. The committee discussed the 1% pay rise, as the staff had not had a pay rise last year and the NJC agreement (although they were not on that contract), gave 1%. The chair commented that a small rise would be needed as the litter pickers salary was close to the minimum wage. A Councillor asked about the NI comments. The chair clarified that the budget included NI for the salaries stated as two members of staff did not pay NI but if they left they would need to budget for this. The travel was discussed and the clerk confirmed that although this was being monitored to try to reduce there were more deliveries now. The chair also mentioned that the cars were being used for work that saved the council in other areas where skips and vans would need to be hired. The clerk stated that although the training budget had gone over this year and was being supplemented by the overtime budget, normal planning of training is known and this could be reduced this year if required. It was recommended that the budget as presented would be put forward to finance for consideration. VOTE All in favour.	JO

The meeting closed at 8.02 pm