



**SANDGATE PARISH COUNCIL**  
**Minutes of the Personnel Committee Meeting held on**  
**Monday 6<sup>th</sup> January 2014 at 4.30 pm**

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|-----------------|--------------------|---------------------|
| <b>Present:</b> | <b>Chairman</b>    | <b>Cllr R Bliss</b> |
|                 | <b>Councillors</b> | <b>Gary Fuller</b>  |
|                 | <b>Clerk</b>       | <b>Mrs A Oates</b>  |

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These Minutes will only be deemed to be a correct record of the meeting when approved and signed at the next meeting

No members of the public attended. The meeting started at 6.05pm.

1. **Apologies for absence:** Cllr Jan Holben
2. **Declarations of Interest** – there were none
3. **Minutes of the last meeting** – the minutes of the meeting held on 12<sup>th</sup> December 2012 were agreed and signed as a true record.
4. **Current staffing requirements (up to March 2014)**
  - 4.1 It was proposed that the clerk's pay would increase to £11.00 per hour; to commence from 1<sup>st</sup> January 2014.  
**Proposed by:** Cllr Robert Bliss  
**Seconded by:** Cllr Gary Fuller  
**Motion carried.** This would be taken to Finance Committee for approval.
  - 4.2 It was proposed that the current staffing arrangements remain as they are, with the temporary assistant clerk working approximately four hours a week and the parish clerk continuing with her core hours and any overtime as and when required. It was estimated that there would an overspend of approximately £4,000 in the current financial year. It was agreed that it should be put to Finance Committee that funds are vired across to the Staff Costs budget to cover this overspend.  
**Proposed by:** Cllr Robert Bliss  
**Seconded by:** Cllr Gary Fuller  
**Motion carried.** This would be taken to Finance Committee for approval.
5. **New permanent post for a clerk's assistant**
  - 5.1 It was discussed that a starting salary could £8.00 per hour with a review at 13 weeks.
  - 5.2 It was discussed that the current temporary assistant should continue working until the new permanent assistant had been in post for two weeks, to ensure a smooth hand over.
  - 5.3 It had already been suggested at the November Finance meeting that the staff salary budget should increase to £20,000. The parish clerk suggested that the hours of both herself and the new permanent temporary assistant could be worked on a job share basis, with the hours adjusted to ensure that all staff costs, including on-costs, would not exceed the budget. These hours could be altered as when required to allow for staff training, annual leave entitlements and sickness absence.

- 5.4 The clerk was asked to draw up a draft contract, job description and person specification, together with a time schedule for the appointment process.
- 5.5 When it was time for the interviews to take place, the interviewing panel would consist of Cllrs Robert Bliss, Gary Fuller and Jan Holben and the Parish Clerk.
- 5.6 It was agreed that there should be another Personnel meeting two weeks after the next main council meeting, once the decision on budgets had been formally agreed so that the appointment process could be planned in detail and begin.

**6. Information** – there was no other information.

**7. Date of next meeting** – this would be two weeks after the next main council meeting. The clerk would arrange the date.

The meeting ended at 6.55pm

Signed by the Personnel Committee Chairman.....Date.....