



SANDGATE PARISH COUNCIL
Minutes of the Personnel Committee Meeting held on
Tuesday 3rd March 2015 at 5.30 pm

Present:	Chairman	Cllr R Bliss
	Councillors	Jan Holben, Gary Fuller
	Clerks	A Oates and G Thomas

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 5.30pm.

- 1. Apologies for absence:** none, all were present
- 2. Declarations of Interest** – there were none
- 3. Minutes of the last meeting** – the minutes of the meeting held on 5th February 2014 were agreed and signed as a true record.
Proposed by: Cllr R Bliss
Seconded by: Cllr G Fuller
All agreed
- 4. Staffing Review**
 - 4.1 Contracts and job descriptions - it was agreed that there were no changes needed (*this was subsequently changed as per item 4.3 below*).
 - 4.2 Working arrangements – when the new computer was set up, the assistant clerk's timetable would change. **Action: the parish clerk would produce an updated schedule for both clerks' days and hours of work and circulate it to all members.**
 - 4.3 Salaries and overtime payments – both clerks left the room so that the members could discuss this matter. On returning to the room, the members proposed that the parish clerk's pay should increase to £12.50, backdated to February and the assistant's clerk's hourly pay should increase to £9.70, to take effect from April. It was further proposed that annual pay reviews should take place when budgets are discussed each autumn/winter and that any agreed pay rises take effect each following April. The two contracts of employment should be amended accordingly. The pay increases take into account the annual rise and the new duties that would take place following the increased responsibilities for running the library.
 - 4.4 Travelling expenses - it was proposed that the cost of taxi travel at the end of evening meetings should continue, to be paid out of the Staffing budget.

All proposals to be put presented to the Finance Committee

Proposed by: Cllr R Bliss

Seconded by: Cllr G Fuller

Agreed by all

- 5. Correspondence** – there was none.

6. **Information** – there was a discussion about various matters re the library staff – both paid and voluntary: the Disclosure and Barring Service (DBS); insurance implications for the hiring of Saturday library staff; what the payment terms would be; hours of work etc. The clerk would prepare a document for presentation at the next meeting.
7. **Date of next meeting** – to be agreed.

The meeting ended at 6.29pm

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