



SANDGATE PARISH COUNCIL
Minutes of the Personnel Committee Meeting held on
Thursday 1st September 2016 at 9.30am

Present:	Chairman	Cllr Robert Bliss
	Councillors	Kurt Stephens, Guy Valentine-Neale and Adrian Watts
	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 9.40pm.

- 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 8th February 2016 were agreed and signed as a true record.
Proposed by: Cllr Adrian Watts
Seconded by: Cllr Robert Bliss
Agreed by all
- 4. Staffing Review**
Exclusion of Press and Public - in view of the confidential nature of the business about to be transacted, it was proposed that the press and public present be temporarily excluded and that they be instructed to withdraw. This item would be recorded in 'Pink Paper' minutes.
Proposed by: Cllr Adrian Watts
Seconded by: Cllr Guy Valentine-Neale
Agreed by all
- 5. Workplace Pensions**
Cllr Tim Prater had produced a report for the committee, which had been previously circulated. The council has to set up a pension scheme regardless of whether any staff member wishes to take it up or not. **It was proposed that (i) the scheme be administered through NEST Pensions; (ii) that the scheme be based on Qualifying Earnings (currently basic salary over £5,824 a year) and (iii) that SPC's employer contribution be 1% of Qualifying Earnings from the Staging date (February 2017) to April 2018.**
Proposed by: Cllr G Valentine-Neale
Seconded by: Cllr R Bliss
For: 3; Abstention: 1 – the motion was carried. Action: The clerk was asked to get costs from the council's accountants for setting up and administering the scheme.
- 6. Correspondence** – the parish clerk presented her formal letter of resignation. This had previously been submitted to the Chairman of the Council and he had formally accepted the letter.
- 7. Information** – there was no further information.
- 8. Date of next meeting** – to be decided

The meeting ended at 10.36am

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