



SANDGATE PARISH COUNCIL
Minutes of the Personnel Committee Meeting held on
Wednesday 2nd December 2015 at 5pm

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 5pm.

- 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 3rd March 2015 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 – this was deferred to the next meeting.
- 4.2 Day-to-day working arrangements and overtime - there was a discussion about the volume of work now being generated by all the current projects. The parish clerk informed members that it was a challenge to deal with matters within the scheduled working time of 32 hours per week; sometimes it was essential that additional hours were incurred. Members requested to receive a precis of the work in hand; the clerk informed members that both clerks worked to a continually changing 'Actions' list and she would circulate this list to them. She would add actions/projects completed this year. Cllr Fuller would look into time-management software packages.
- 4.3 Annual leave – both clerks' annual leave sheets were presented. The parish clerk had not been taking all leave due to her in previous years; the committee asked that she keep an eye on this and ensures that she does book her allotted 28 days' leave each year; this could be done en bloc well in advance.
- 4.4 Staff pay – this was deferred to the next meeting. In the meantime, Cllr Fuller would look at comparative salary scales via KALC/NALC.
- 4.5 Pension scheme - the clerk was asked to contact Kate Owen at PG & Co, the council's representative to do with the pension scheme, to ask her for information on what the council needed to do re the new pension rules and to provide time frames. The clerk would then circulate this information to the committee members before the next meeting.

5. Terms of Reference

It was proposed that the committee's membership be increased from three to five members and the Terms of Reference to be amended accordingly. This would need to be agreed by full council.

Proposed by: Cllr G Fuller

Seconded by: Cllr R Bliss

Agreed by all

Action: The clerk would put this on the agenda of the main council January meeting.

- 6. **Correspondence** – there was none.
- 7. **Information** – there was no further information.
- 8. **Date of next meeting** – Monday 4th January at 5.30pm.

The meeting ended at 5.55pm

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