

**UNADOPTED  
POLEGATE TOWN COUNCIL**

**PERSONNEL COMMITTEE**

Minutes of the meeting held on Friday 13<sup>th</sup> August 2018, Council Chambers, 49 High Street, Polegate at 11.00am

**Present: Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson (6)**

**Not Present: Cllr B Goodwin, D Shing, D Dunbar, (3)**

No Members of the public

| Minute No    | Subject/Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Action |
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| <b>12456</b> | <b>Opportunity for Public Comment</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |
| <b>12457</b> | <b>Apologies for absence</b><br>Cllrs D Shing, D Dunbar, B Goodwin                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |
| <b>12458</b> | <b>Declarations of interest in any matters on the agenda</b><br>None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |
| <b>12459</b> | <b>Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Discussion of staff details)</b><br><b>It was resolved to enter confidential session VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |        |
| <b>12460</b> | <b>Staff matters</b><br><b>It was resolved to increase the training budget by an additional £2000 VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson</b><br><br><b>It was resolved to request an additional £2300 to be added to the legals budget VOTE All in favour Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson</b><br><br><b>It was resolved to adopt the new job description for the town clerk and the accept the job re-evaluation and to increase the clerk's salary and grade in accordance with the background papers to LCP 43-47 the "no cap" would be removed. This would take effect from the date of the resolution. Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson</b><br><br><b>It was resolved to add £3500 to the IT equipment and services budgets/reserves delegated to the clerk for new machines and equipment as required and the engineer visit. Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson</b><br><br><b>It was resolved to alter staff conditions to NJC which would be</b> |        |

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|  | <p><b>bring all staff in line with recognised conditions and would mean office staff were on the same conditions as the cleaner/caretaker. Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson</b></p> <p><b>It was resolved that the emails responses would be changed to reflect that staff aim to reply within 3-5 working days. Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson</b></p> <p><b>It was recommended to council that the Facebook and Twitter feeds were ceased. Cllrs Ms A Snell, Mrs C Berry, M Falkner, D Watts, Mrs M Piper, Mrs S Dobson</b></p> |  |
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**The meeting closed at 1 pm**

**Signed Chair of Personnel**

\_\_\_\_\_ **Date** \_\_\_\_\_